

Exam MS-302: Microsoft 365 Teamwork Administrator Certification Transition – Skills Measured

From [MS-300](#): Deploying Microsoft 365 Teamwork

Configure and manage SharePoint Online (20-25%)

Plan and configure site collections and hub sites

- identify procedures for creating, deleting, and restoring site collections
- assign users or groups as site collection administrators
- plan and configure navigation
- design site collection and subsites structure
- configure site collection settings and features

Plan and configure customizations and apps

- plan and configure App Catalog
- plan and deploy apps with proper permissions and licenses

Plan and configure guest access

- assign guest licenses
- configure restricted domains
- plan and configure guest sharing and site access

Manage SharePoint Online

- configure user profile properties
- archive or delete unused artifacts
- plan for Information Rights management
- modify storage limits for SharePoint Online

Monitor and maintain the SharePoint Online service

- research, troubleshoot, and resolve reported issues
- monitor service health issues
- monitor SharePoint usage and usage patterns

Configure and manage OneDrive for Business (20-25%)

Configure and manage OneDrive for Business

- configure settings in the OneDrive for Business admin center
- configure external sharing, sync, and storage settings
- configure device access, notification, and compliance settings
- research, troubleshoot, and resolve reported issues
- plan OneDrive for Business silent account configuration

Manage users and groups

- add and remove admins for a OneDrive account
- assign a default storage quota
- configure a retention policy for deleted OneDrive for Business users

Manage sharing and security

- configure data encryption in OneDrive for Business
- control access to OneDrive for Business from unmanaged devices
- audit sharing activities and view files shared with people outside an organization

Manage sync security

- recommend group policy settings to control OneDrive sync client settings
- limit syncing to devices joined to specific domains
- limit syncing to domain-joined or compliant devices
- block syncing of specific file types

Monitor and maintain the OneDrive service

- research, troubleshoot, and resolve reported issues
- monitor service health issues
- monitor OneDrive usage and usage patterns

Configure and manage Teams (20-25%)

Plan and configure Team settings

- configure settings in the Teams admin center
- configure email integration options
- configure and manage Apps settings
- configure custom cloud storage
- configure a Teams meeting policy
- configure Content search
- plan and configure the provisioning process

- plan and configure Teams templates

Plan identity and authentication for Teams

- implement identity models and authentication
- configure guest access

Manage the Teams environment

- deploy Teams client apps
- manage visible Apps
- monitor the audit log for events

Monitor and maintain the Teams service

- research, troubleshoot, and resolve reported issues
- monitor service health issues
- monitor Teams usage and usage patterns

Configure and manage workload integrations (15-20%)

Integrate M365 workloads

- manage Office 365 connectors for Teams, Yammer, and SharePoint
- manage integration with Office apps
- manage user licenses for Flow and PowerApps
- manage quotas for Flow and PowerApps
- utilize Delve for collaboration
- plan for and manage Office 365 groups
- manage data and environment policies for M365 workloads
- manage workload Apps with proper permissions and licenses

Manage Yammer capabilities

- enable document support for Yammer
- integrate Yammer with SharePoint
- enable the Yammer webpart for SharePoint sites
- enable and manage Yammer and Office 365 connected groups
- migrate users to Azure AD to enable authentication with Yammer
- enable Yammer integration with on-premises SharePoint deployments

Manage Stream capabilities

- configure Stream channels to allow integration with Teams

- enable viewing, sharing, and embedding of Microsoft Stream video content in Teams, SharePoint Online, and Yammer
- deploy, configure and manage Live Events to publish with Yammer, Stream, and Teams
- configure company-wide channel creation

Integrate M365 workloads with external data and systems

- identify data access requirements to integrate with line-of-business solutions
- manage tenant settings for Power BI
- monitor workload usage and usage patterns
- monitor license usage for workloads

From [MS-301](#): Deploying SharePoint Server Hybrid

Configure and manage hybrid scenarios (5-10%)

Implement hybrid teamwork artifacts

- plan, configure, and monitor hybrid SharePoint taxonomies and hybrid content types
- plan and configure hybrid OneDrive for Business
- plan for and add custom tiles to the hybrid app launcher
- configure document rendering for Web Apps

Implement a data gateway

- plan the implementation of on-premises data gateway
- install and configure an on-premises data gateway
- manage an on-premises data gateway

Migrate to SharePoint Online (5-10%)

Migrate data and content

- identify and resolve blocking issues that prevent migration
- determine course of action for data and content that cannot be migrated
- prepare data for migration
- recommend tools and strategies to migrate data