Exam MS-300: Deploying Microsoft 365 Teamwork – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Configure and manage SharePoint Online (35-40%)

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
- configure site collection paths

Plan and configure customizations and apps

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

Plan and configure managed metadata

- plan and create the term store structure
- plan and configure term store security
- plan, create and configure term groups and term sets
- maintain the term store

Plan and configure guest access

- configure guest access
- configure allowed and restricted domains
- configure link settings and folder settings
- 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
- configure storage settings for SharePoint online
- configure and collect audit logs for SharePoint online

Manage search

- create and update search dictionaries
- manage query suggestions
- create result sources
- manage the search schema
- manage search center settings
- use the Content Search Web Part
- deploy and use Search Display Templates

Monitor and maintain the SharePoint Online service

- research, troubleshoot, and resolve reported issues
- monitor service health issues
- monitor SharePoint Online Messages and Events
- monitor SharePoint usage and usage patterns
- configure the PowerBI Management Pack for SharePoint Online

Configure and manage OneDrive for Business (25-30%)

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 sites
- assign a default storage quota
- configure a retention policy for deleted OneDrive for Business users
- configure a legal hold for OneDrive Sites

Manage sharing and security

- control access to OneDrive for Business from unmanaged devices

- enforce upgrades to the latest OneDrive client
- audit sharing activities and view files shared with people outside an organization

Manage syncing 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 Teams settings

- create and manage Teams in the Teams admin center
- configure organization-wide settings in the Teams admin center
- configure and manage Teams Apps policies
- configure Teams meeting policies
- configure user policies for Teams users
- configure Teams messaging policies
- assign phone numbers to Skype users
- configure Content Search

Plan identity and authentication for Teams

- implement identity models and authentication
- configure guest access

Manage the Teams environment

- deploy Teams client app
- manage visible Apps
- monitor the audit log for events
- control Teams features

Monitor and maintain the Teams service

- troubleshoot Teams client issues
- 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 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

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
- monitor workload usage and usage patterns