

# THE QUILL CONSULTANCY



## COURSE 55238: SHAREPOINT ONLINE FOR ADMINISTRATORS

**Duration:** 3 Days

**Delivery Method:** Instructor-led Classroom

### ABOUT THIS COURSE:

This course will introduce the audience to SharePoint Online Administration in Office 365 and explain and demonstrate the configuration options for SharePoint Online. The course is appropriate for existing SharePoint on-premises administrators and new administrators to Office 365 who need to understand how to correctly setup SharePoint Online for their company. The course will also help SharePoint on-premise administrators understand the differences between SharePoint on-premises and SharePoint Online.

### AUDIENCE PROFILE:

This course is designed for Administrators who need to setup, configure and manage SharePoint Online as part of their Office 365 Administration.

**COURSE OUTLINE:**

Here is the complete course outline.

**Module 1: Introduction to Office 365 and SharePoint Online**

This first module will take you on a tour of Office 365 and SharePoint Online and ensure you are familiar with all the components that will be covered in later modules. You will understand the way identity management works in Office 365 and also the tools required to manage the environment. You will also learn about the options for migrating to SharePoint Online and building hybrid scenarios.

<b>LESSONS</b>	<b>LAB : Configuring the Office 365 environment</b>
Introduction to the Office 365 Administration Center	Create a new Outlook.com account
Configure Reporting	Create a new Office 365 Trial
Accessing SharePoint management tools	Install Azure Active Directory PowerShell
Accessing security and compliancy	Install SharePoint Online Management Shell
Managing Office 365 and SharePoint Online with PowerShell	Create test users
Comparing On Premises SharePoint with SharePoint Online	Install Office 2016 on to your client
User identity in Office 365 and SharePoint Online	
Manging user domains	
Building Hybrid scenarios	
OneDrive and Sites redirection	
Yammer redirection	
Understand hybrid search	
Hybrid business data connectivity	
Hybrid taxonomy	

**Module 2: Working with Site Collections**

This module will help you to understand the topology of site collections and how to create and manage them. You will learn how to define delegated control and administration plus configure storage options and quotas for different site collections. You will learn how to configure external access to your content and sharing with external identities and finally how to delete and recover site collections including PowerShell management.

LESSONS	LAB : Managing Site Collections
Introduction to classic and modern admin centers	Create a new site collection using the UI
Creating Site Collections	Create a new Modern site collection
Defining ownership and security for site collections	Create a new site collection using PowerShell
Configuring Storage	Configure Storage Quotas
Configure External Access to site collections	Configure external sharing
Recovering site collections	Restore a site collection
Configure external sharing	Create a site and deploy content for later labs
Managing site collections with PowerShell	

### Module 3: Managing User Profiles

User Profiles are a key part of any social and collaboration platform and in this module you will learn how to manage the user profile options in SharePoint Online including the building of custom profile properties. You will also learn how to create and configure audiences for targeted content and then use the audiences for personal site redirection. Finally you will learn how to configure the search options and cleanup jobs for the profile service.

#### LESSONS

- Overview of the profile service
- Defining profile properties
- Map profile properties to a term store
- Creating custom profile properties
- Managing audiences
- Creating audiences
- Managing user profile policies
- Configure trusted my site host locations
- Configure preferred search center locations
- Defining read access permission levels
- Configuring newsfeed options
- Setup email notifications
- Configure my site cleanup

#### LAB : Managing the User Profile service

- Create a new custom user profile property
- Create a custom property mapped to a metadata term
- Create an Audience using profile properties and target content
- Configure My Site cleanup accounts

**Module 4: Working with Data Connections**

This module focuses on building and configuring data connections and the challenge of SharePoint of displaying data that resides in other data sources and then displaying that data in SharePoint sites. You will learn how to leverage PowerApps for forms development and flow to build business process along with Power Bi to display data. The business connectivity service is designed to allow data connections to be defined in order to display data from other locations such as Azure SQL and then allow users to add data web parts without the need to understand data connection configuration. You will also learn the importance of using the secure store service along side business data connections to define data access to remote data storage using single sign on.

LESSONS	LAB : Managing the business data connectivity service
Introduction to Data Connections	Create a new PowerApps form
Overview of PowerApps, Flow and PowerBi	Create a new Flow
Overview of the business connectivity service	Create a new secure store application
Introduction to BDC definition files	Create a new BCS BDC connection
Creating BDC definition files	Create an external content type
Introduction to the secure store service	Create a new external list to leverage the external data
Configuring the secure store service	
Creating secure store target application settings	
Configure connections to cloud services	
Configure connections to on-premises services	
Tools to build data connections	
Creating external content types	
Building external lists using external data	

**Module 5: Managing the Term store**

The term store is a key component of Enterprise Content Management and findability and this module will cover the creation of a term store through to building term sets and applying them to content. Terms can also be part of a social profile structure as well and you will learn how to inject terms through the UI and via PowerShell.

**LESSONS**

- Overview of the term store
- Understanding terms and life cycle management
- Creating term groups
- Creating the term store
- Creating Term Sets in the UI
- Creating Term Sets via importing via a CSV
- Creating terms in the UI
- Creating terms via PowerShell and CSOM
- Manage terms with synonyms and pinning
- Configure delegated administration

**LAB : Creating and Managing the Term Store**

- Create a Term Group and Term Set
- Manage Terms with PowerShell and CSOM
- Manage Terms with synonyms and pinning
- Configure delegated administration

## Module 6: Configuring Search

Search is one of the most important tools available to a user in SharePoint as it enables data to be found and targeted in various ways. This module will show what options are available to extend the search service with powerful search optimization tools such as result sources and managed properties to enable search web parts to be used as part of a targeted content deployment. You will also learn about exporting the search configuration and importing it to other site collections or even other tenants.

LESSONS	LAB : Managing and configuring the Search Service
An Introduction to the search service	Create a query in modern and classic
Classic versus Modern search experience	Create a new result source
Understanding Managed Properties	Export the search configuration
Create Managed Properties	
Manage Authoritative pages	
Understand Result sources	
Create and configure result sources	
Understand Query rules	
Promoting results through query rules	
Remove search results from the index	
Exporting search configurations	
Importing search configurations	

## Module 7: Configuring Apps

This module will focus on the configuration and deployment of the application management service in SharePoint Online. Apps are a great way to add features and functionality to SharePoint and Apps can be deployed in several ways into SharePoint Online including via the store and via the Application catalog. You will learn how to configure apps from both environments as well as deploying a full commercial app from a 3rd party.

### LESSONS

- An Introduction to Apps
- Understanding the App Catalog
- Building the App catalog
- Adding Apps to the catalog
- Add Apps to your SharePoint sites
- Adding Apps via the marketplace store
- Manage App licensing
- Configure store access settings
- Monitoring app usage

### LAB : Configuring Apps

- Create and configure an app catalog
- Add an Office 365 store app
- Add an app via the app catalog
- Add an Azure app
- Monitor and Manage app usage

**Module 8: Enterprise Content Management in SharePoint Online**

Enterprise Content Management (ECM) deals with the control and management of data as it is created and stored in SharePoint Online. In this module you will learn about lifecycle management, document management and data loss prevention capabilities, eDiscovery and classification and data governance in SharePoint Online. You will learn how to build various components to help manage ECM such as records centers, policy centers and configure policies in the security and compliancy center to configure eDiscovery, labels and data loss prevention.

LESSONS	LAB : Configuring ECM in SharePoint Online
An Introduction to ECM in SharePoint Online	Configure In-Place Records Management
Components of ECM	Create a Records Center
Office 365 versus classic compliancy	Create an eDiscovery case
Understanding In-Place records management	Configure DLP
Configure In-Place records management	
Understanding the records center	
Build and configure a records center	
Understanding the compliancy policy center	
Build a compliancy policy center and configure policies	
Discover the security and compliancy center	
Configure an eDiscovery center	
Build an eDiscovery case	
Understand data loss prevention	
Build a data loss prevention policy and query	
Working with classification and data governance	

### Module 9: Manage options for SharePoint Online

There are several additional options available for SharePoint Online that are not configured in a specific category. This module will cover the configuration and options available in SharePoint and Office 365 for these components. Specific components can include options like OneDrive management and site classification options through to the enabling and configuration of Information Rights Management that allows additional security options on items in SharePoint. Finally you will understand the difference and reasons for using early release feature options for Office 365 which can affect SharePoint features to your users.

LESSONS	LAB : Configure Options for SharePoint Online
Configure OneDrive features	Configure OneDrive options
Configure use of Yammer or Newsfeeds	Define Site creation options
Understand Information Rights Management	Configure Information Rights Management
Configure Information Rights Management	
Define site classification options	
Understand early release options for Office 365	
Configure Early release options for your Office 365 tenant	
Manage Access Control	

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