



COURSE OUTLINE

SHAREPOINT ONLINE ADMINISTRATOR CLASS

Course Duration: 3 Days

Audience

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

Prerequisites

No previous knowledge is required to attend this class.

At Course Completion

The student will take away the following objectives:

- Understand the architecture of SharePoint Online
- Have knowledge of all the components in SharePoint Online
- Have on hands on experience configuring the components of SharePoint Online
- Have hands on experience configuring the options
- Work with Site Collections and storage options
- Manage user profiles and social profiling
- Understand and configure data connectivity in SharePoint Online

- Build a taxonomy structure
- Understand and configure Search in SharePoint Online
- Configure and deploy apps
- Understand and define Enterprise content management and data loss prevention.
- Configure additional options and features in SharePoint Online such as Information Rights Management

Lessons

- Introduction to the Office 365 Administration Center
- Configure Reporting
- Accessing SharePoint management tools
- Accessing security and compliancy
- Managing Office 365 and SharePoint Online with PowerShell
- Comparing On Premises SharePoint with SharePoint Online
- User identity in Office 365 and SharePoint Online
- Managing user domains
- Building Hybrid scenarios
- OneDrive and Sites redirection
- Yammer redirection
- Understand hybrid search
- Hybrid business data connectivity
- Hybrid taxonomy

Outline

Lab 1

- Create a new Outlook.com account
- Create a new Office 365 Trial
- Install Azure Active Directory PowerShell
- Install SharePoint Online Management Shell
- Create test users
- Install Office 2016 on to your client
- Describe the key components of SharePoint Online
- Navigate Office 365 and SharePoint admin centers
- Understand identity management
- Understand how to manage the environment in PowerShell
- Understand hybrid scenarios

Module 1 – Introduction to Office 365 and SharePoint Online

- The Office 365 Administration Center
- Compare SharePoint on Premises with SharePoint Online
- User identity in Office 365 and SharePoint Online
- Hybrid SharePoint capabilities
- Migration options to SharePoint Online

Module 2 – Working with Site Collections

- Understanding the topology of Site Collections
- Creating Site Collections
- Defining ownership and security for Site Collections
- Configuring Storage
- Configure External Access to Site Collections
- Recovering Site Collections
- Configuring External Sharing
- Managing Site Collections with PowerShell

Module 3 – Managing User Profiles

- Define custom user properties
- Create Audiences
- Manage Policies
- Configuring Trusted My Site host locations
- Managing My Site Settings

Module 4 – Manage Business Connectivity Services

- Overview of the Business Connectivity Services
- Importing and Configuring BDC definition files
- Configure Connections to OData services online
- Configure Connections to OData services to On-Premises
- Defining Secure Store target Application Settings

Module 5 – Managing the Term Store

- Configuring Term Store Administration
- Building and Importing Term Sets
- Working with terms

Module 6 – Configuring Search

- Configure Managed Properties in the search schema
- Manage Authoritative Pages
- Configure Result sources
- Promote results through Query Rules
- Removing Search results from the Index
- Export and Import Search Configurations

Module 7 – Configuring Apps (Add-Ins)

- Create and configure an App Catalog
- Adding Apps via the store
- Manage licenses
- Configure Store access settings
- Monitoring Apps

Module 8 – ECM in SharePoint Online

- Components of ECM
- In-Place Records Management
- The Records Center
- The Compliancy Policy Center
- The eDiscovery Center
- Data Loss Prevention

Module 9 – Manage options for SharePoint online

- Configure OneDrive features
- Define List and library experience
- Configure use of Yammer or Newsfeeds
- Configure Information rights management
- Define new Site classification options
- Enable early release of Office 365 features



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CBT

Created by the SharePoint experts at Combined Knowledge, CBT (Computer Based Training) helps your users become familiar with all key aspects of SharePoint from the comfort of their desks using a variety of effective delivery methods including hands-on exercises, illustrated examples and videos.