



SharePoint Online for Administrators

Course Duration: 3 Days

Exam Reference: 55238

Course Overview

This course introduces the audience to SharePoint Online Administration in Office 365 and explains and demonstrates the configuration options for SharePoint Online. It helps administrators understand the key differences between SharePoint on-premises and SharePoint Online and provides the knowledge needed to correctly set up, configure, and manage a SharePoint Online environment.

Prerequisites

Attendees need to have a basic understanding of Office 365 and a basic understanding of using PowerShell.

Course Objectives

Upon completion, students will be able to:

- Understand the architecture and components of SharePoint Online.
- Work with Site Collections and storage options.
- Manage user profiles and social profiling features.
- Understand and configure data connectivity (Business Connectivity Services).
- Build and manage a taxonomy structure (Term Store).
- Understand and configure Search in SharePoint Online.
- Configure and deploy apps (Add-ins).
- Define and implement Enterprise Content Management and Data Loss Prevention.
- Configure additional options and features, such as Information Rights Management (IRM).



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Course Outline

Module 1: Introduction to Office 365 and SharePoint Online

- Understanding the architecture and components of SharePoint Online
- Comparing on-premises SharePoint with SharePoint Online
- Using administrative tools and PowerShell for management

Module 2: Working with Site Collections

- Creating, configuring, and managing site collections
- Defining ownership and security for site collections
- Configuring storage and external access options

Module 3: Managing User Profiles

- Overview and definition of the User Profile service
- Defining and mapping profile properties
- Configuring My Site host locations and social features

Module 4: Manage Business Connectivity Services

- Overview of Business Connectivity Services (BCS) and BDC definition files
- Configuring the Secure Store Service
- Creating and managing external content types and external lists

Module 5: Managing the Term store

- Building and managing the taxonomy structure
- Implementing a taxonomy using the Managed Metadata Service
- Applying term sets for content classification

Module 6: Configuring Search

- Understanding search components and architecture
- Creating and configuring Search Centers
- Configuring result sources, managed properties, and query rules



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Module 7: Configuring Apps

- Introduction to SharePoint Apps (Add-ins)
- Understanding the App Catalog and deployment methods
- Monitoring and managing app usage and licensing

Module 8: Enterprise Content Management in SharePoint Online

- Implementing records management and eDiscovery
- Defining and applying content types and retention policies
- Understanding and configuring Data Loss Prevention (DLP) features

Module 9: Manage options for SharePoint Online

- Configuring advanced features such as Information Rights Management (IRM)
- Managing global settings and configurations