

Office 365 SharePoint Online: Administration and Configuration

WorkshopPLUS

Target Audience

This Workshop is intended for SharePoint Server administrators who work with SharePoint Server and require knowledge about using SharePoint Online in Microsoft Office 365 multi-tenant offering. To ensure the high-quality knowledge transfer expected by students of this three-day Workshop, the class size is limited to a maximum of 16 students who meet the following criteria:

- *Currently working as on-premises SharePoint administrators*
- *Microsoft Certified IT Professionals (MCITP) for SharePoint*
- *Microsoft Certified System Engineers (MCSE), or those with similar experience*

Overview

The Office 365 SharePoint Online: Administration and Configuration Workshop is a three-day course that teaches you how to manage and support Microsoft Office 365 SharePoint Online. The key areas of focus include:

- Office 365 and SharePoint Online features, and platform capabilities
- Office 365 SharePoint Online multi-tenant offering

This Workshop contains level 200 – 300 content. Review the Target Audience information and contact your Microsoft Services representative to ensure that this Workshop is appropriate to the student's experience and technical expertise.

Key Features and Benefits

Each group of modules is organized by scenario and is designed to provide students with expertise, tools, and hands-on experience to understand and work with specific SharePoint Online services, and SharePoint Online client workloads.

Technical Highlights

After completing this course, you will understand the following:

- Office 365 services
- Microsoft Online Users and Groups
- SharePoint Online features and capabilities
- SharePoint Online service applications
- SharePoint Online administration

Syllabus

This Workshop runs for three full days. Students should anticipate consistent start and end times for each day. Early departure on any day is not recommended.

Hardware Requirements

Minimum requirements per student:

- *An Intel Core-i5-based PC*
- *4 GB RAM*
- *128 GB HDD*
- *Windows 7 SP1 or later*
- *Office 2013 Professional Plus*
- *Internet access with at least 1 Mbps bandwidth per student*

Module 1: Introduction to Office 365

This module discusses:

- The overview of the service
- The subscription plans
- How to sign up for Office 365 for Enterprises
- Office 365 Management Interface
- User, Groups and Domains

Module 2: Introduction to SharePoint Online

This module is an overview of the SharePoint Online service. In addition, it covers the following:

- SharePoint Online Service description
- Plans
- Service details
- Supported client versions
- System requirements for SharePoint Online
- What's new in SharePoint Online.

Module 3: Office 365 SharePoint Online Admin Center

This module introduces the SharePoint admin center. It provides an overview of all the SharePoint Online service applications, features, and settings used for SharePoint Online administration.

Module 4: SharePoint Online Management Shell

This module covers the use of the SharePoint Online Management Shell PowerShell module. Topics covered in this Module are typical management scenarios in which the SharePoint Online Management Shell can be used to configure and obtain information from a SharePoint Online tenant.

Syllabus (continued)

Module 5: Site Collection Administration

This module will:

- Provide an understanding of the different levels of administration — tenant, site collection, and site — within a SharePoint Online environment.
- Discuss site governance, site templates, storage and resource allocations and quotas, managing user access, security, and external user sharing.

Module 6: Social

This module explains important concepts of User Profile Management, Social features and My Sites. This module also introduces the use of Microsoft OneDrive for Business for synchronizing content between a user's My Site and their PC. It also covers the concepts and topics related to the Enterprise version of Yammer.

Module 7: Data Loss Prevention

This module covers how to provision and utilize eDiscovery, a Record Center, and Information Rights Management for controlling specific types of rights, access, and discovery of content as part of an overall Data Loss Prevention solution in SharePoint Online.

Module 8: Apps

This module will:

- Introduce the new App model in SharePoint Online.
- Provide information on how to provision and use an App Catalog within a SharePoint Online tenant.
- Cover the concepts of the SharePoint Apps Store, SharePoint-hosted Apps, and Remote-hosted Apps.

Module 9: Search

This module covers the Search settings and features that are available in SharePoint Online such as Search Dictionaries, Authoritative Pages, Result Sources, and Query rules.