Course Conclusion

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SharePoint Online Administrator Responsibilities

Responsible for all of the aspects of the SharePoint Online service

- Maintenance and configuration
- User Adoption and change management
- Governance
- Security & external sharing

SharePoint Online is the file storage solution for other Office 365 services

- Teams
- Yammer

Usually also responsible of OneDrive for Business

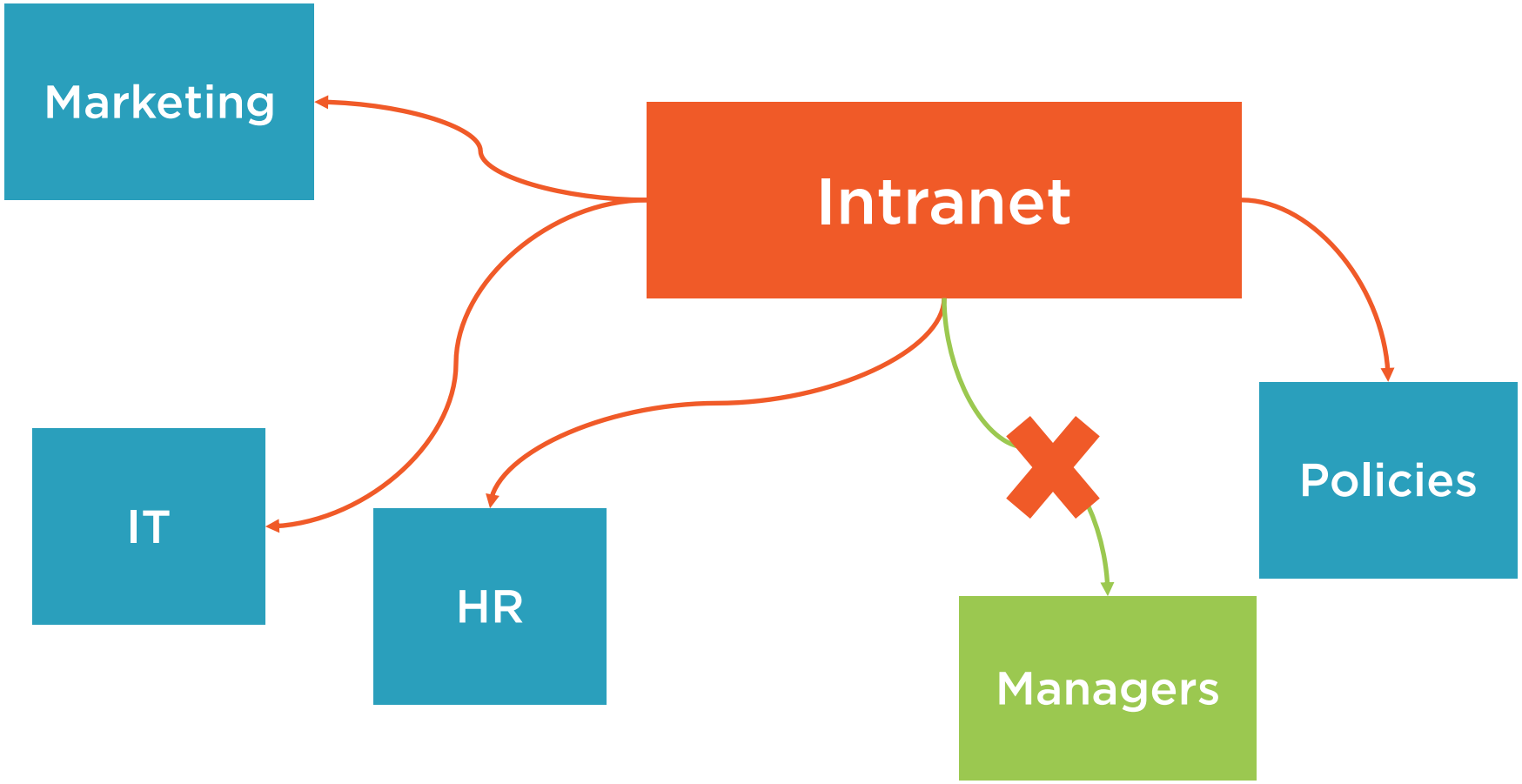
What Tools Do You Use as a SharePoint Online Administrator?

The SharePoint Online Admin Center

PowerShell

Modern SharePoint Intranet

Everything is a Site Collection!



External Sharing Overview

SharePoint online allows you to share artifacts with users outside your organization

- Complete site
- List or library
- Specific document

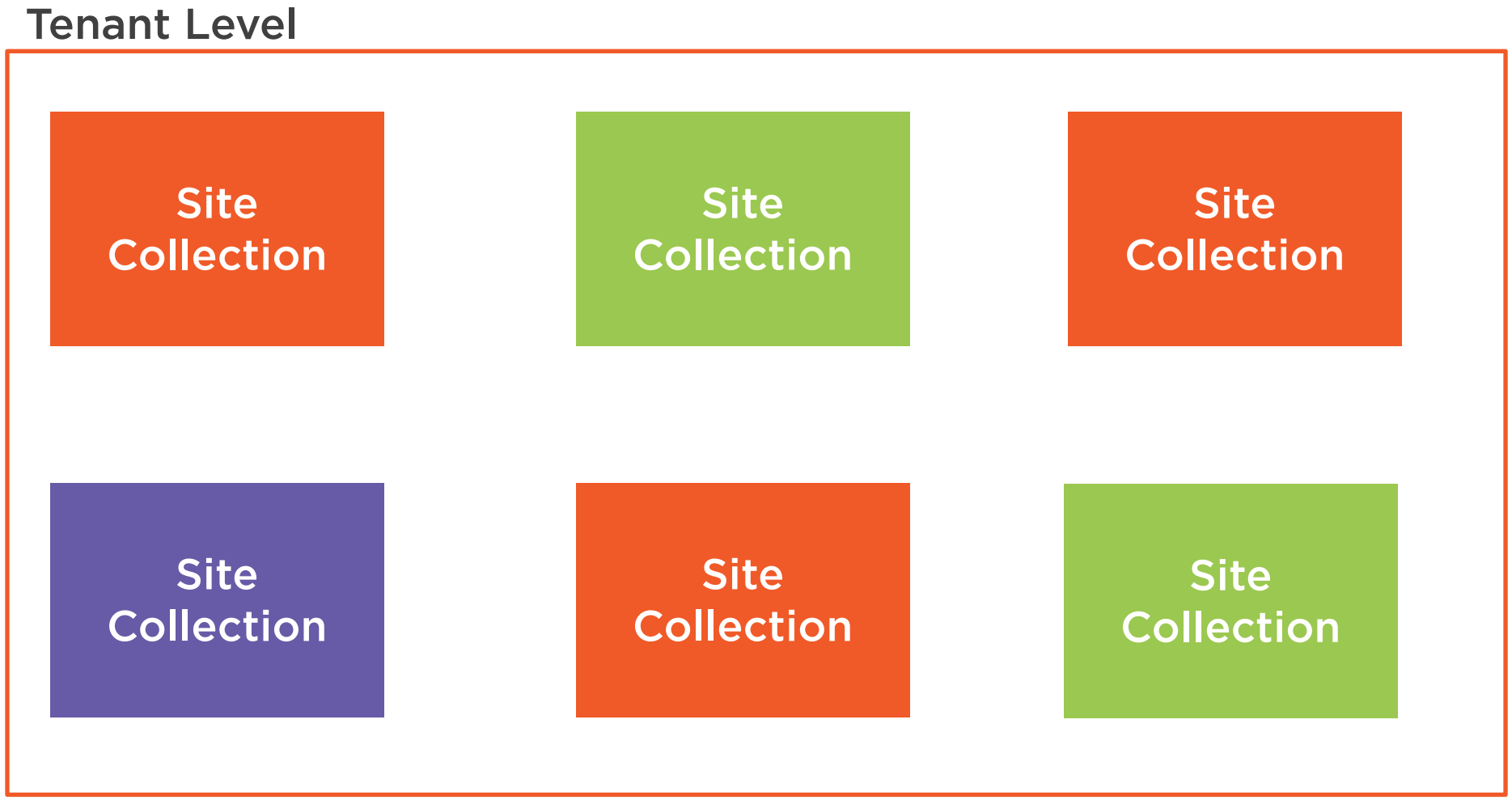
Sharing is done differently depending on what you want to share

Types of Links

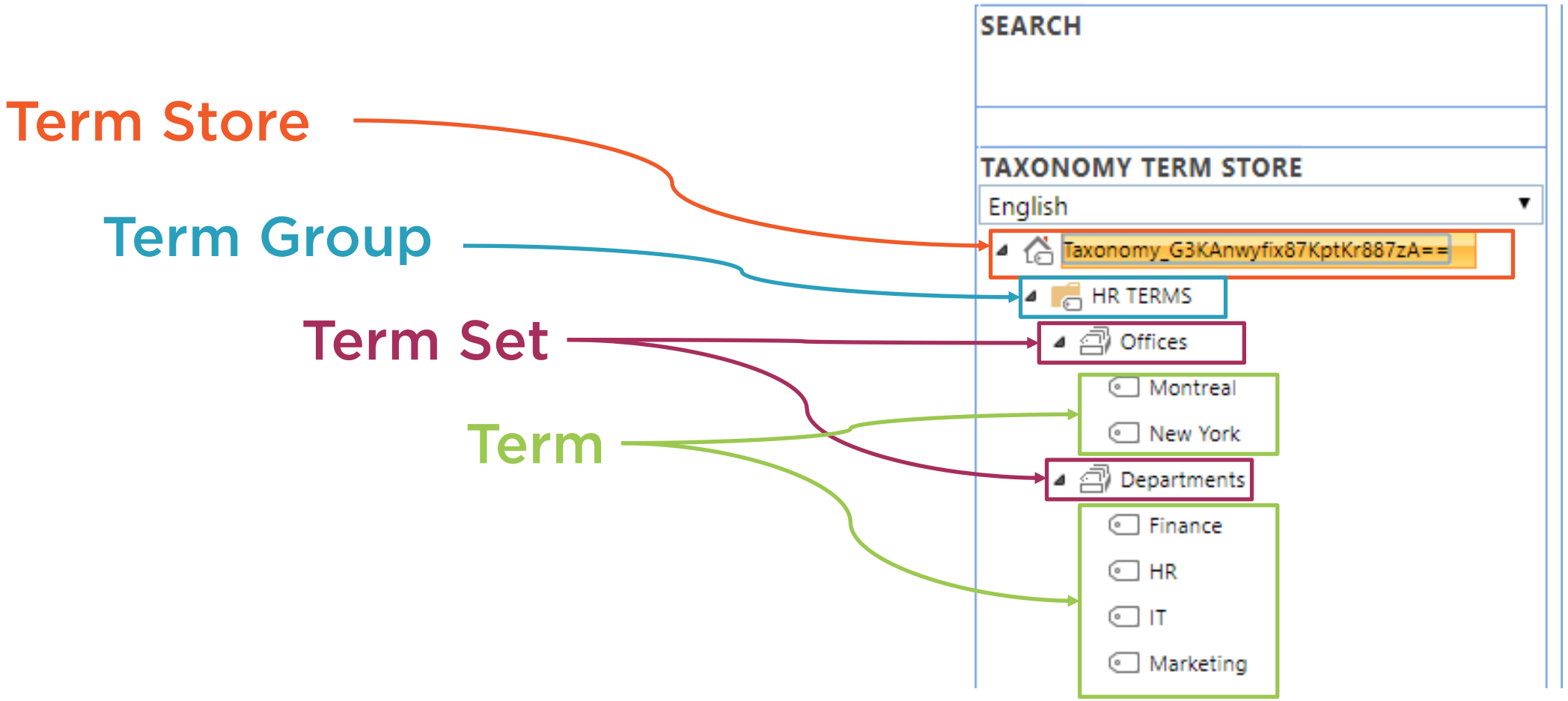
Multiple types of sharing depending on requirements

- Anyone
- People in my organization
- Specific people

Where Can We Control Settings



Managed Metadata Terms



Where Do We Search?

SharePoint is known for it's search capabilities

- And extensibility!

Two user experiences for users

- "Classic" SharePoint search
- "Modern" SharePoint search

Microsoft Search is also now available

- Search across Microsoft 365 from Windows, Bing or Office 365

What Is the User Profile?

The user profile is all the different properties around that user

Mandatory properties

- Username
- Name

Optional properties

- Department
- Manager
- Office
- Phone Number

Where Is User Profile Info Stored?

Azure Active Directory

Exchange Online

SharePoint Online

Customization Options - Today

Add-ins

SharePoint Framework

Where Are Customizations Deployed

The SharePoint App Catalog

- Tenant level
- Site level

Azure

- Back end calls if necessary
  - Azure Functions
  - Azure Web Apps

SharePoint Online Storage

Storage amount depends on number of licensed users

- 1 TB plus 10 GB per license purchased
- 500 users
  - 1TB + (500 x 10GB) = ~6TB

Referred to as “Pooled Storage”

Storage can either be managed automatically or manually

- Limit per site

Access Control in SharePoint Online

Unmanaged devices

- Block or limit access from unmanaged devices

Idle session sign-out

- Auto sign-out users after a period of inactivity

Network location

- Allow access only from specific IP address ranges

Apps that don't use modern authentication

Where Do We Need to Go for Updates?

The Microsoft 365 Roadmap

The Office 365 Message Center

The Microsoft Tech Community

Social Media and Conferences

Learn More

Master other parts of Office 365

- OneDrive for Business
- Microsoft Teams
- Yammer, Stream, Flow, PowerApps
- Exchange Online

Other parts of Microsoft 365

- Enterprise Mobility + Security (EMS) suite

Get Microsoft 365 Certified

Microsoft 365 Certified: Teamwork Administrator Associate

- Microsoft 365 Teamwork Administrators configure, deploy, and manage Office 365 workloads that focus on efficient and effective collaboration, such as SharePoint (online, on-premises, and hybrid), OneDrive, and Teams.

Learn more on Microsoft Learning

- https://www.microsoft.com/en-us/learning/m365-teamwork-administrator.aspx

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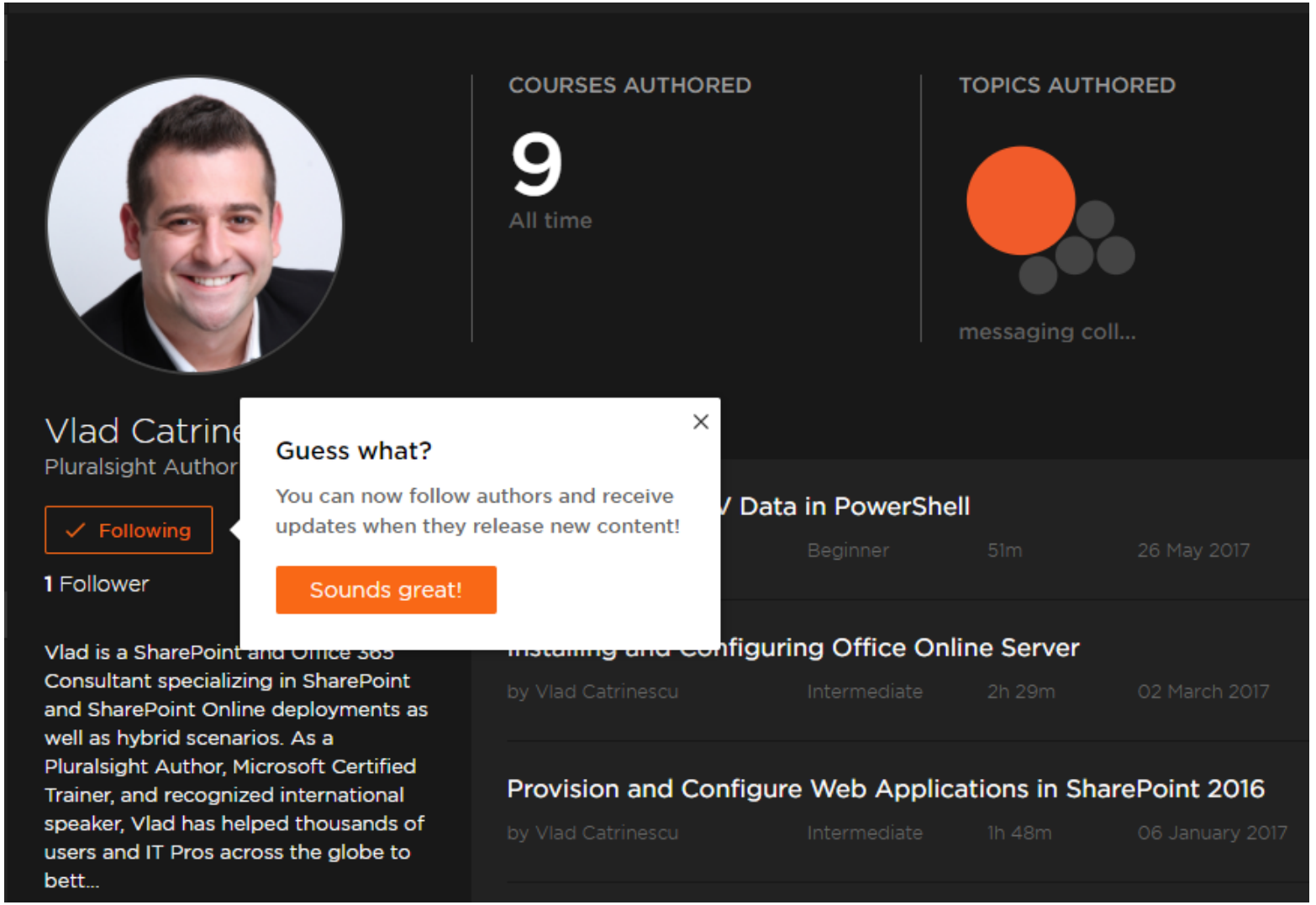

Thank You!

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