

# Office 365 SharePoint Online: Administration and Configuration

## WorkshopPLUS

**Duration:** 3 days | **Focus Area:** Upgrade, Migration and Deployment | **Difficulty:** Advanced

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

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.

### ◆ OUTCOMES ◆

## 01 SKILLS

Gain a deeper understanding of Office 365 and SharePoint Online features and capabilities

## 02 BEST PRACTICES

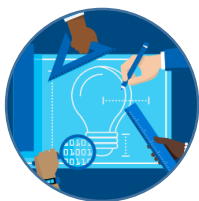
- SharePoint Online features and capabilities
- SharePoint Online service applications
- SharePoint Online administration

## 03 WAY FORWARD

Recommendations and guidance on how to apply the knowledge acquired to resolve real problems at the workplace

### ◆ CAPABILITIES ◆

Hands-on, interactive learning with expert instructors in a classroom environment.



### OUR EXPERTISE

Learn from industry experts that help enterprise customers solve their most challenging problems.



### HANDS ON

Practice the concepts you learned in the classroom by engaging in hours of hands-on lab exercises.



### IN-DEPTH LEARNING

Deep technical training that equips you to overcome challenging problems in the real world.

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

#### Module 1: Introduction to Office 365

- Provide an overview of the Office 365 Services and subscription plans.
- Introduce the Office 365 Management Interfaces
- Introduce Users, Groups and Domains in Office 365

#### Module 2: SharePoint Online Tenant Administration

- Introduction to SharePoint Online, boundaries and limits
- Provide an understanding of the different levels of administration — tenant, site collection, and site.
- Manage Services and Settings in SharePoint Online Admin Center
- Introduce what's new in SharePoint Online Admin Center.
- Introduction to SharePoint Online Admin Center (Preview)

#### Module 3: SharePoint Online Management Shell

- Cover the use of the SharePoint Online Management Shell PowerShell module.
- Introduction to PnP PowerShell module.
- Introduce typical management scenarios in which the SharePoint Online Management Shell can be used to configure and obtain information from a SharePoint Online tenant.

#### Module 4: SharePoint Online Tenant Level Site Collection Administration

- Introduction to SharePoint Online site templates, site designs, Classic, Modern Sites, and Communication Sites.
- SharePoint Online Site Provisioning.
- Introduction to Office 365 groups and integration with SharePoint Online Sites.
- Explain Site collection planning and architecture.

#### Module 5: SharePoint Online Customizations Administration

- This lesson provides an overview of SharePoint Online Customization options and how to administrate them.
- Introduce the new Add-in model in SharePoint Online.
- Provide information on how to administrate new SharePoint Online theming and site designs.
- Cover the concepts of App Catalog, the SharePoint Apps Store, SharePoint-hosted Add-ins, and Remote-hosted Add-ins.

#### Module 6: SharePoint Online Performance Administration

- Understand common causes of SharePoint Online page load performance issues.
- Understand best practice guidance and recommendations for achieving optimal SharePoint Online page performance.
- Tools and methods for detecting and diagnosing the cause of slow page-load performance.
- Understand the importance of content delivery networks (CDNs) and how to configure SharePoint Online to use them.

**1000+**  
**COURSES  
COMPLETED**

**95%**  
**CUSTOMER  
SATISFACTION**



**AVAILABLE  
WORLDWIDE**

### Module 7: SharePoint Online Security and Compliance

- High-level concepts and understanding of data security and protection features for content stored in SharePoint Online and OneDrive for Business.
- High-level concepts and understanding of device access management features for SharePoint Online and OneDrive for Business.
- Understand external sharing, and different types of external users.
- Enabling and Governing external user access.
- Understand the use of Azure Active Directory device-based conditional access to block or limit access on unmanaged devices like airport or hotel kiosks.
- Understand policy controls based on IP addresses.
- Configuring and using Retention policies, Labels (sensitive and retention labels), and Data Loss Prevention policies, to provide addition layers of data security, governance, and protection of content stored SharePoint Online and OneDrive for business
- The subscription and licensing requirements for these features services

### Module 8: Search

Introduce search settings and features that are available in SharePoint Online such as

- Search Dictionaries,
- Authoritative Pages,
- Result Sources, and Query rules.

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## ADDITIONAL DETAILS

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### Target Audience

This course is targeted at IT staff who have designed, deployed, administered, or managed a SharePoint environment for at least one full year.

The basic concepts of the product will not be covered in this course. It is expected that the attendees will already possess this knowledge.

### Hosted Requirements:

Participants will need a computer running at least Windows 7, with 50 GB free drive space, a USB port, a 10 Mbps or faster network adapter, at least an evaluation copy of Office 2010 Professional or later, and a PDF reader. Participants also need a Microsoft/Windows Live ID to connect to the virtual environment. The classroom must be networked, with access to the Internet and at least total Internet bandwidth of 2 megabits per second. TCP port 443 must be open. We highly recommend a wired network in the classroom.

**NEXT STEPS:** If you are interested in this workshop for your organization, contact your Microsoft Account Representative.