Global Horizon
TRAINING CENTER

Training Course:
SharePoint Online for Administrators

22 - 26 July 2024
Zanzibar(Tanzania)
Golden Tulip Zanzibar Resort

Training Course:
SharePoint Online for Administrators

Training Course code: IT234760 From: 22 - 26 July 2024 Venue: Zanzibar(Tanzania) - Golden Tulip Zanzibar Resort
Training Course Fees: 6545 Euro

Introduction

You will learn SharePoint Online Administration in Office 365 and explain and demonstrate the configuration options for SharePoint Online.

The course is appropriate for existing SharePoint on-premises administrators and new administrators to Office 365 who need to understand how to correctly setup SharePoint Online for their company. The course will also help SharePoint on-premise administrators understand the differences between SharePoint on-premises and SharePoint Online.

Course Objectives

Participants will,

- 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 connections 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 Security and Compliancy
- Configure additional options and features in SharePoint Online such as Information Rights Management

Target Audience

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

Course Outlines

Introduction to Office 365 and SharePoint Online

- 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

Working with Site Collections

- Introduction to classic and modern admin centers
- Creating Site Collections
- Defining ownership and security for site collections
- Configuring Storage
- Configure External Access to site collections
- Recovering site collections
- Configure external sharing
- Managing site collections with PowerShell

Managing User Profiles

- Overview of the profile service
- Defining profile properties
- Map profile properties to a term store
- Creating custom profile properties
- Managing audiences
- Creating audiences
- Managing user profile policies
- Configure trusted my site host locations
- Configure preferred search center locations
- Defining read access permission levels
- Configuring newsfeed options
- Setup email notifications
- Configure my site cleanup

Working with Data Connections

- Introduction to Data Connections
- Overview of PowerApps, Flow and PowerBi
- Overview of the business connectivity service
- Introduction to BDC definition files
- Creating BDC definition files
- Introduction to the secure store service
- Configuring the secure store service
- Creating secure store target application settings
- Configure connections to cloud services
- Configure connections to on-premises services
- Tools to build data connections
- Creating external content types
- Building external lists using external data

Managing the Term store

- Overview of the term store
- Understanding terms and life cycle management
- Creating term groups
- Creating the term store
- Creating Term Sets in the UI
- Creating Term Sets via importing via a CSV
- Creating terms in the UI
- Creating terms via PowerShell and CSOM
- Manage terms with synonyms and pinning
- Configure delegated administration

Configuring Search

- An Introduction to the search service
- Classic versus Modern search experience
- Understanding Managed Properties
- Create Managed Properties
- Manage Authoritative pages
- Understand Result sources
- Create and configure result sources
- Understand Query rules
- Promoting results through query rules
- Remove search results from the index
- Exporting search configurations
- Importing search configurations

Configuring Apps

- An Introduction to Apps
- Understanding the App Catalog
- Building the App catalog
- Adding Apps to the catalog
- Add Apps to your SharePoint sites
- Adding Apps via the marketplace store
- Manage App licensing
- Configure store access settings
- Monitoring app usage

Enterprise Content Management in SharePoint Online

- An Introduction to ECM in SharePoint Online
- Components of ECM
- Office 365 versus classic compliancy
- Understanding In-Place records management
- Configure In-Place records management
- Understanding the records center
- Build and configure a records center
- Understanding the compliancy policy center
- Build a compliancy policy center and configure policies
- Discover the security and compliancy center
- Configure an eDiscovery center
- Build an eDiscovery case

- Understand data loss prevention
- Build a data loss prevention policy and query
- Working with classification and data governance

Manage options for SharePoint Online

- Configure OneDrive features
- Configure use of Yammer or Newsfeeds
- Understand Information Rights Management
- Configure Information Rights Management
- Define site classification options
- Understand early release options for Office 365
- Configure Early release options for your Office 365 tenant
- Manage Access Control

Registration form on the Training Course: SharePoint Online for Administrators

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