# Training Course:
# SharePoint Online for Administrators

## 14 - 18 July 2025
## Kuala Lumpur (Malaysia)
## Royale Chulan Kuala Lumpur

## Training Course:
## SharePoint Online for Administrators

Training Course code:  IT234760  From:  14 - 18 July 2025  Venue:  Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur
Training Course Fees:  6000 ⏑ 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:
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