



*Training Course:
SharePoint Online for Administrators*

*8 - 12 June 2026
London (UK)*

Training Course: SharePoint Online for Administrators

Training Course code: IT234760 From: 8 - 12 June 2026 Venue: London (UK) - Training Course Fees: 6300 € 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 responsible for SharePoint Online within Microsoft Office 365
- It is intended for professionals who need to set up, configure, and manage SharePoint Online environments

- The course focuses on SharePoint Online administration as part of overall Office 365 management
- It is suitable for IT administrators handling configuration, maintenance, and governance of SharePoint Online services

Course Outlines

Day 1: Office 365 & SharePoint Online Fundamentals

Introduction to Office 365 and SharePoint Online
Office 365 Administration Center
Configure Reporting
SharePoint Management Tools
Security and Compliance Overview
Comparing On-Premises SharePoint vs SharePoint Online
User Identity in Office 365
Managing User Domains
Hybrid Scenarios Overview

Day 2: Hybrid Configuration & Site Collections

OneDrive and Sites Redirection
Yammer Redirection
Hybrid Search
Hybrid Business Data Connectivity
Hybrid Taxonomy
Working with Site Collections
Classic vs Modern Admin Centers
Creating Site Collections
Site Collection Ownership and Security
Storage Configuration
External Access and Sharing
Site Collection Recovery
PowerShell Management for Site Collections

Day 3: User Profiles & Identity Management

Overview of User Profile Service
Profile Properties Management
Mapping Profiles to Term Store
Custom Profile Properties
Audiences Creation and Management
User Profile Policies
My Site Host Configuration
Search Center Locations
Permission Levels and Access Control
Newsfeed and Email Notifications
My Site Cleanup

Day 4: Data Connections, Term Store & Search

Data Connections Overview



PowerApps, Flow, Power BI Overview
Business Connectivity Services BCS
BDC Definition Files
Secure Store Service Configuration
External Content Types
External Lists
Term Store Overview
Term Sets and Term Management
Import Terms via CSV
PowerShell and CSOM for Terms
Search Service Overview
Managed Properties
Result Sources
Query Rules and Search Optimization

Day 5: Apps, ECM, Security & Governance

App Catalog Overview
Adding and Managing Apps
App Marketplace Integration
App Licensing and Monitoring
Enterprise Content Management ECM
Records Management In-Place & Records Center
Compliance Policy Center
eDiscovery Center
Data Loss Prevention DLP
Information Rights Management IRM
Data Classification & Governance
OneDrive and Yammer Configuration
Access Control Management
Office 365 Early Release Options

Registration form on the Training Course: SharePoint Online for Administrators

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