



*Training Course:  
SharePoint Online for Administrators*

*19 - 23 October 2026  
Barcelona (Spain)*

## Training Course: SharePoint Online for Administrators

Training Course code: IT234760 From: 19 - 23 October 2026 Venue: Barcelona (Spain) - 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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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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### Company Information

Company Name: .....  
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 City / Country: .....

### Person Responsible for Training and Development

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- Please find enclosed a cheque made payable to Global Horizon
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