SharePoint Online Management and Administration (M55370C)

Duration: 4 Days
Audience: Professionnel TI

Who is this training for?

This course is for information technology (IT) professionals.

Training objectives

- Administer SharePoint Online in the Microsoft 365 environment
- Configure governance, external sharing, security, and compliance
- Create and manage sites, site collections, and hub sites
- Customize sites (lists, libraries, pages, metadata, permissions)
- Integrate SharePoint with Microsoft Teams and Viva Connections
- Optimize search and information management (Microsoft Search, metadata)
- Monitor and troubleshoot SharePoint Online and Office 365 services

Summary

SharePoint Online is part of Microsoft 365 and underpins all the file experiences in Microsoft 365. This four-day course introduces the audience to SharePoint Online Administration. The course is appropriate for existing SharePoint on-premises administrators and those new to SharePoint administration. Although this course and the associated labs are written for Office 365 with Windows 11, the skills taught will also be backwards compatible with Windows 10. This course is based on the features

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available in the Office 365 E3 license as these are the core features in Office 365 and Microsoft 365 plans.

Course outline

Module 1: Introduction to Office 365 and SharePoint Online

In this module, you will cover the foundational topics upon which the course is based including an overview of the core services of Office 365 and how to access the Office 365 administration portals.

Lessons

Create an Office 365 Tenant for Personal Skills Development

• Overview of Office 365

• Overview of SharePoint Online

• Accessing Administration Portals in Office 365

• Managing SharePoint Online with PowerShell

Lab 1: Provisioning Office 365

• Configure PowerShell for Office 365 and SharePoint Online

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• Create Test Users

• Create SharePoint Site

After completing this module, students will be able to:

• Describe the features and benefits of Office 365

• Create Cloud Only User Accounts

• Navigate Office 365 and SharePoint Administration Portals

• Install PowerShell Modules and Connect to Office 365

Module 2: Configuring SharePoint Policies Settings

This module looks at SharePoint Policies and settings to control external access and sharing, access controls, as well as SharePoint and OneDrive defaults.

Lessons

• External Access in Office 365

• SharePoint Access Controls

• SharePoint Settings

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• OneDrive Settings

Lab 2: Configuring External Access for Office 365

• Configure Entra External Access Settings

• Configure Microsoft 365 External Access Settings

• Configure SharePoint Sharing Policies

Lab 3: Configuring SharePoint and OneDrive Settings

• Configure SharePoint Settings

• Configure OneDrive Settings

After completing this module, students will be able to:

• Plan and Configure External Sharing in Office 365

• Manage Sharing Policies in SharePoint Online

• Configure SharePoint and OneDrive Settings

• Configure SharePoint Access Controls

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Module 3: Working with Site Collections

This module describes the SharePoint architecture of sites and site

collections including how to create and manage them. You will learn

how to configure settings and external sharing on a site collection basis.

Lessons

• Creating Site Collections

• Using with Site Templates

• Define Site Collection Administrators and Site Owners

• Configure External Sharing Settings at Site Collection Level

• Delete and Restore Site Collections

• Working with Hub Sites

• Managing Site Collections with PowerShell

Lab 4: Creating and Managing Site Collections

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• Create Site Collections

• Configure Site Collections

• Delete and Restore Site Collections

Lab 5: Working with Hub Sites

• Declare a Hub Site

• Associate with a Hub Site

• Delete a Hub Site

After completing this module, students will be able to:

• Create and Manage Site Collections

• Control External Sharing at Site Collection Level

• Declare, Use and Delete Hub Sites

• Delete and Restore Sites

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Module 4: Working with Sites

In this module, you will learn how to customise individual sites, managing site navigation, creating and customising apps including columns and views as well as creating and managing pages including news pages. Also included in this module is granting access to the site and managing site permissions.

Lessons

• Apps, Lists and Libraries

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• Pages and News

• Site Permissions

• Navigation

Lab 6: Customise a Team Site

• Create and Customise Apps

• Working with Pages

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• Manage Site Navigation

• Manage Site Permissions

Lab 7: Customise a Communication Site

• Create and Customise Apps

• Working with Pages

• Manage Site Navigation

• Manage Site Permissions

After completing this module, students will be able to:

• Add Apps to a Site

• Customise Apps including Columns and Views

• Manage Site Permissions

• Customise Site Navigation

Module 5: SharePoint and Microsoft Teams

This module considers the relationship between SharePoint and

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Microsoft Teams, including the role of the SharePoint Administrator in managing Microsoft Teams. You will learn how SharePoint provides the files experience in Microsoft Teams.

Lessons

• What is Microsoft Teams

• How Microsoft Teams integrates with SharePoint Online

• Permissions with Microsoft Teams

• Private and Shared Channels

Lab 8: Planning and Managing SharePoint for Microsoft Teams

• Navigate between Teams and SharePoint

• Managing SharePoint Site Permissions in a Teams site

• Managing Teams Site Collections

After completing this module, students will be able to:

• Manage SharePoint Sites Associated with Microsoft Teams

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• Manage SharePoint Site Collections Associated with Microsoft Teams

Module 6: Viva Connections

This module introduces Viva Connections to extend the SharePoint Intranet into Microsoft Teams. You will learn how to configure Vivia Connections and customise the user experience in Viva Connections.

Lessons

• Home Site

• Global Navigation

• Viva Connections Dashboard

• Adaptive Cards

• Deploy the Viva Connections App

Lab 9: Deploying Viva Connections

• Configure Viva Connections

• Customise the Home Site

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• Deploy Viva Connections App

After completing this module, students will be able to:

• Configure SharePoint Intranet for Viva Connections

• Customise Viva Connections Home Site and Dashboard

• Deploy Viva Connections App

Module 7: User Profiles

In this module, you will learn how to manage user profiles from SharePoint Admin Center and how these profiles relate to the Microsoft 365 user profile.

Lessons

• User Profiles in SharePoint Online

• Using Delve to customise a profile

Lab 10: Managing User Profiles

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• Customise User Profile Fields

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• Update a Profile using Delve

After completing this module, students will be able to:

• Create and Customise User Profile Fields

• Update a Profile using Delve

Module 8: Managed Metadata and Content Types

In this module, you will learn how to use the Term Store to create and manage taxonomy and deploy managed metadata in SharePoint sites. You will also learn how to create content types to deploy templates for items lists & libraries.

Lessons

• Site Columns

• Using the Term Store

• Managed Metadata Columns

• Site Content Types and Tenant Content Types

• Content Types for Lists

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• Content Types for Libraries

Lab 11: Using Managed Metadata and Content Types

• Create Site Columns

• Customise Taxonomy in the Term Store

• Create and Use Managed Metadata Columns

• Create and Deploy Content Types

After completing this module, students will be able to:

• Create and Use Site Columns

• Customise and Deploy Managed Metadata

• Create and Use Content Types with Lists and Libraries

Module 9: Microsoft Search

In this module, you will learn how to deploy, use and customise

Microsoft Search including integration with Bing Search.

Lessons

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• What is Microsoft Search

• Configure Integrations

• Configure Answers

• Review Insights and Usage Statistics

Lab 12: Working with Microsoft Search

• Configure Integrations

• Create Custom Answers

• Review Usage Statistics

After completing this module, students will be able to:

• Configure Microsoft Search Integrations with Bing and Office 365 Features

• Create Custom Answers

Module 10: Microsoft Loop and SharePoint Embedded Containers

In this module, you will learn how to use and manage SharePoint

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Embedded Containers, a ‘headless’ implementation of SharePoint and the first tool to be based on SharePoint Embedded, Microsoft Loop.

Lessons

• Explain SharePoint Embedded Containers

• Explain and Use Microsoft Loop

• Review SharePoint Embedded Containers From SharePoint Admin Center

Lab 13: Working with Viva Topics

• Deploy Viva Topics

• Manage Topics Pages

• Create Topics from Managed Metadata

After completing this module, students will be able to:

• Configure and Deploy Viva Topics

• Create and Manage Topic Pages

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• Create Topics from SharePoint Taxonomy

Module 11: Security and Compliance in Office 365

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This module introduces the Security and Compliance features in Office 365. Whilst Microsoft 365 plans includes extended security and compliance features, this module will focus on those products available in the core plans without the extended licensing.

Lessons

• Overview of Security and Compliance Features in Office 365

• Extending Security and compliance Features with Additional Licences

• Using the Microsoft Defender Portal and Secure Score

• Using the Office 365 Compliance Portal and Compliance Score

• Plan and Configure Retention Labels and Policies

• Plan and Configure Data Loss Prevention Policies

• Create and Assign Sensitivity Labels

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• Configure Safe Attachments and Safe Links Policies

• Plan and Configure Multi Factor Authentication

Lab 14: Configure Security and Compliance in Office 365

• Review Secure Score

• Configure Threat Protection

• Configure Sensitivity Labels

• Configure Retention for Microsoft Teams

• Configure Multi Factor Authentication

After completing this module, students will be able to:

• Describe the Security and Compliance Features in Office 365

• Review Licence Requirements for Security and Compliance Features in Microsoft 365

• Configure Information Protection in Office 365

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• Configure Information Governance in Office 365

Module 12: Troubleshooting SharePoint Online

This module looks at techniques for troubleshooting issues with SharePoint Online. You will also learn about the reporting and monitoring tools and features available.

Lessons

• Monitor Office 365 Service Health

• Troubleshoot Office 365 Connectivity and Service Issues

• Troubleshooting SharePoint Online

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• Reporting and Monitoring SharePoint Online Usage

Lab 15:

• Troubleshoot SharePoint Online

After completing this module, students will be able to:

• Monitor Office 365 Service Health

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• Troubleshoot Office 365 Connectivity and Service Issues

Prerequisites

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