

SharePoint Administration

Overview

This course will introduce the audience to 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.

Audience

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.

Prerequisites

This course is designed for administrators who need to setup, configure and manage SharePoint Online. Attendees need to have a basic understanding of Office 365 and a basic understanding of using PowerShell.

At course completion

After completing this course, students will be able to:

- 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 connectivity 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 data loss prevention.
- Configure additional options and features in SharePoint Online such as Information Rights Management

Course Outline

Module 1: Introduction to Office 365 and SharePoint Online

This first module will take you on a tour of Office 365 and SharePoint Online and ensure you are familiar with all the components that will be covered in later modules. You will understand the way identity management works in Office 365 and also the tools

required to manage the environment. You will also learn about the options for migrating to SharePoint Online and building hybrid scenarios.

Lessons

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

Manging user domains

Building Hybrid scenarios

OneDrive and Sites redirection

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Yammer redirection
Understand hybrid search
Hybrid business data connectivity
Hybrid taxonomy
Lab : Configuring the Office 365 environment
Create a new Outlook.com account
Create a new Office 365 Trial
Install Azure Active Directory PowerShell
Install SharePoint Online Management Shell
Create test users
Install Office 2016 on to your client

Module 2: Working with Site Collections

This module will help you to understand the topology of site collections and how to create and manage them. You will learn how to define delegated control and administration plus configure storage options and quotas for different site collections.

You will

learn how to configure external access to your content and sharing with external identities and finally how to delete and recover site collections including PowerShell management.

Lessons

Understand the topology of site collections
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
Lab : Managing Site Collections
Create a new site collection using the UI
Create a new site collection using PowerShell
Configure Storage Quotas
Configure external sharing
Restore site collections
Create a sub site and deploy content for later labs

Module 3: Managing User Profiles

User Profiles are a key part of any social and collaboration platform and in this module you will learn how to manage the user profile options in SharePoint Online including the building of custom profile properties. You will also learn how to create and

configure audiences for targeted content and then use the audiences for personal site redirection. Finally you will learn how to configure the search options and cleanup jobs for the profile service.

Lessons

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
 Lab : Managing the User Profile service
 Create a new custom user profile property
 Create a custom property mapped to a metadata term
 Create an Audience using profile properties and target content
 Configure My Site cleanup accounts

Module 4: Manage Business Connectivity Services

This module focuses on the challenge of SharePoint of displaying data that resides in other data sources and then displaying that data in SharePoint sites. The business connectivity service is designed to allow data connections to be defined in order to display data from other locations such as Azure SQL and then allow users to add data web parts without the need to understand data connection configuration. You will also learn the importance of using the secure store service along side business data connections to define data access to remote data storage using single sign on.

Lessons
 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
 Lab : Managing the business data connectivity service
 Create a new secure store application
 Create a new BCS BDC connection
 Create an external content type
 Create a new external list to leverage the external data

Module 5: Managing the Term store

The term store is a key component of Enterprise Content Management and findability and this module will cover the creation of a term store through to building term sets and applying them to content. Terms can also be part of a social profile structure as

well and you will learn how to inject terms through the UI and via PowerShell.

Lessons
 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
 Lab : Creating and Managing the Term Store
 Create a Term Group and Term Set
 Manage Terms with PowerShell and CSOM

Manage Terms with synonyms and pinning
Configure delegated administration

Module 6: Configuring Search

Search is one of the most important tools available to a user in SharePoint as it enables data to be found and targeted in various ways. This module will show what options are available to extend the search service with powerful search optimization tools

such as result sources and managed properties to enable search web parts to be used as part of a targeted content deployment. You will also learn about exporting the search configuration and importing it to other site collections or even other tenants.

Lessons

- An Introduction to the search service
- 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
- Lab : Managing and configuring the Search Service
- Create a new managed property
- Create a new result source
- Create a query rule
- Create a custom search web part
- Export the search configuration

Module 7: Configuring Apps

This module will focus on the configuration and deployment of the application management service in SharePoint Online.

Apps are a great way to add features and functionality to SharePoint and Apps can be deployed in several ways into SharePoint Online

including via the store and via the Application catalog. You will learn how to configure apps from both environments as well as deploying a full commercial app from a 3rd party.

Lessons

- 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
- Lab : Configuring Apps
- Create and configure an app catalog
- Add an Office 365 store app
- Add an app via the app catalog
- Add an Azure app
- Monitor and Manage app usage

Module 8: Enterprise Content Management in SharePoint Online

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Enterprise Content Management (ECM) deals with the control and management of data as it is created and stored in SharePoint Online. In this module you will learn about lifecycle management, document management and data loss prevention capabilities in

SharePoint Online. You will learn how to build various components to help manage ECM such as records centers, policy centers and visit the compliancy and security center to configure eDiscovery and data loss prevention.

Lessons

An Introduction to ECM in SharePoint Online

Components of ECM

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

Lab : Configuring ECM in SharePoint Online

Configure In-Place Records Management

Create a Records Center

Create an eDiscovery case

Create a compliance policy center

Configure DLP

Module 9: Manage options for SharePoint Online

There are several additional options available for SharePoint Online that are not configured in a specific category. This module will cover the configuration and options available in SharePoint and Office 365 for these components. Specific components can

include options like classic look libraries and site classification options through to the enabling and configuration of Information Rights Management that allows additional security options on items in SharePoint. Finally you will understand the

difference and reasons for using early release feature options for Office 365 which can affect SharePoint features to your users.

Lessons

Configure OneDrive features

Understand list and library experience

Configure classic versus new experience

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

Lab : Configure options for SharePoint Online

Configure Tenant wide classic list and library experience

Define Site creation options

Configure Information Rights Management