

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 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

Managing user domains

Building Hybrid scenarios

OneDrive and Sites redirection

Almawred Training Institute

Web: www.almawrededu.ae E-mail: info@almawrededu.ae Tel: +97142216779 Mob: +971505182527

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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Web: www.almawrededu.ae E-mail: info@almawrededu.ae Tel: +97142216779 Mob: +971505182527

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