



## MS55238 - SharePoint Online for Administrators

Microsoft - Sharepoint 365 - Virtualizzazione e Cloud

Durata:

**3 Giorni**

Lingue:

**Italiano**

Certificazione:

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### Descrizione del corso

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.

### Programma

#### Module 1: Introduction to Office 365 and SharePoint Online

- 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
- Yammer redirection
- Understand hybrid search

#### ITCore Group

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- Hybrid business data connectivity
- Hybrid taxonomy

Lab: Configuring the Office 365 environment

## **Module 2: Working with Site Collections**

- Introduction to classic and modern admin centers
- 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

## **Module 3: Managing User Profiles**

- 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

## **Module 4: Working with Data Connections**

- Introduction to Data Connections

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- Overview of PowerApps, Flow and PowerBi
- 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

### **Module 5: Managing the Term store**

- 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

### **Module 6: Configuring Search**

- An Introduction to the search service
- Classic versus Modern search experience
- Understanding Managed Properties
- Create Managed Properties
- Manage Authoritative pages
- Understand Result sources

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- 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

### **Module 7: Configuring Apps**

- 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

### **Module 8: Enterprise Content Management in SharePoint Online**

- An Introduction to ECM in SharePoint Online
- Components of ECM
- Office 365 versus classic compliance
- Understanding In-Place records management
- Configure In-Place records management
- Understanding the records center
- Build and configure a records center
- Understanding the compliance policy center
- Build a compliance policy center and configure policies
- Discover the security and compliance center
- Configure an eDiscovery center
- Build an eDiscovery case
- Understand data loss prevention

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- Build a data loss prevention policy and query
- Working with classification and data governance

Lab: Configuring ECM in SharePoint Online

## **Module 9: Manage options for SharePoint Online**

- Configure OneDrive features
- 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
- Manage Access Control

Lab: Configure Options for SharePoint Online

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