M365-49 - MOC 55238 - SHAREPOINT ONLINE SITE ADMINISTRATOR

Categoria: **MS 365**

INFORMAZIONI SUL CORSO

Durata:	Categoria:	Qualifica Istruttore:	Dedicato a:	Produttore:
3 Giorni	MS 365	Microsoft Certified Trainer	Professionista IT	Microsoft

OBIETTIVI

-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

PREREQUISITI

No previous knowledge is required to attend this course.

CONTENUTI

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
-Manging user domains
-Building Hybrid scenarios
-OneDrive and Sites redirection
-Yammer redirection

-Understand hybrid search
-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
-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
- -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 compliancy
- -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
- -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

INFO

Materiale didattico: Materiale didattico ufficiale Microsoft in formato digitale
Costo materiale didattico: incluso nel prezzo del corso a Calendario
Natura del corso: Operativo (previsti lab su PC)