APPLIED TECHNOLOGY ACADEMY

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SharePoint Online for Administrators Training

Microsoft Authorized Training · Applied Technology Academy

This course introduces the audience to SharePoint Online Administration in Office 365 and explains and demonstrates the configuration options for SharePoint Online. It helps administrators understand the key differences between SharePoint on-premises and SharePoint Online and provides the knowledge needed to correctly set up, configure, and manage a SharePoint Online environment.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Intermediate	**3 Days**	**None (However, a basic understanding of Office 365 and PowerShell is required).**	**$105,000**	**Yes**

Course Overview

- Understand the architecture and components of SharePoint Online.
- Work with Site Collections and storage options.
- Manage user profiles and social profiling features.
- Understand and configure data connectivity (Business Connectivity Services).
- Build and manage a taxonomy structure (Term Store).
- Understand and configure Search in SharePoint Online.
- Configure and deploy apps (Add-ins).
- Define and implement Enterprise Content Management and Data Loss Prevention.
- Configure additional options and features, such as Information Rights Management (IRM).

Course Outline

- **Module 1: Introduction to Office 365 and SharePoint Online**
  - Understanding the architecture and components of SharePoint Online
  - Comparing on-premises SharePoint with SharePoint Online
  - Using administrative tools and PowerShell for management
- **Module 2: Working with Site Collections**
  - Creating, configuring, and managing site collections
  - Defining ownership and security for site collections
  - Configuring storage and external access options
- **Module 3: Managing User Profiles**
  - Overview and definition of the User Profile service

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  - Defining and mapping profile properties
  - Configuring My Site host locations and social features
- **Module 4: Manage Business Connectivity Services**
  - Overview of Business Connectivity Services (BCS) and BDC definition files
  - Configuring the Secure Store Service
  - Creating and managing external content types and external lists
- **Module 5: Managing the Term store**
  - Building and managing the taxonomy structure
  - Implementing a taxonomy using the Managed Metadata Service
  - Applying term sets for content classification
- **Module 6: Configuring Search**
  - Understanding search components and architecture
  - Creating and configuring Search Centers
  - Configuring result sources, managed properties, and query rules
- **Module 7: Configuring Apps**
  - Introduction to SharePoint Apps (Add-ins)
  - Understanding the App Catalog and deployment methods
  - Monitoring and managing app usage and licensing
- **Module 8: Enterprise Content Management in SharePoint Online**
  - Implementing records management and eDiscovery
  - Defining and applying content types and retention policies
  - Understanding and configuring Data Loss Prevention (DLP) features
- **Module 9: Manage options for SharePoint Online**
  - Configuring advanced features such as Information Rights Management (IRM)
  - Managing global settings and configurations

Intended Audience

This course is intended for IT Professionals who are already experienced in general Windows Server, Windows client, Azure, and Microsoft 365 administration, and who want to learn more about using Windows PowerShell for administration. No prior experience with any version of PowerShell or any scripting language is assumed. This course is also suitable for IT Professionals already experienced in server administration, including Microsoft Exchange Server, Microsoft SharePoint Server, and Microsoft SQL Server.

Prerequisites

- Attendees need to have a basic understanding of Office 365 and a basic
- understanding of using PowerShell.

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.