SharePoint Online Management and Administration (55370)

Description

Master **SharePoint Online Management and Administration (55370)** with our SharePoint Online Training. Do you want to optimize collaboration and document management within your organization? Our **SharePoint Online training** is designed for you. Become an expert in the installation, configuration, and administration of SharePoint Online with a comprehensive program.

Explore modules covering Microsoft 365, PowerShell, Microsoft Teams, Viva Connections, and much more. Enhance your skills and transform the way your team collaborates and shares information. Join us and revolutionize your work environment with SharePoint Online. Discover the secrets of SharePoint administration and enjoy seamless and secure collaboration.

Niveau
Intermédiaire
Course Content
Module 1: Introduction to Microsoft 365 and SharePoint Online

- Create a Microsoft 365 Tenant for Personal Skills Development: Learn how to set up a test environment.
- Overview of Microsoft 365: Introduction to services and features.
- Overview of SharePoint Online: Key characteristics.
- Accessing Administration Portals in Microsoft 365: Navigating different administration interfaces.
- Managing SharePoint Online with PowerShell: Introduction to PowerShell commands for SharePoint.

Module 2: Configuring SharePoint Policies Settings

- External Access in Microsoft 365: Managing external sharing settings.
- SharePoint Access Controls: Configuring permissions and access controls.
- SharePoint Settings: Optimizing general SharePoint settings.
- OneDrive Settings: Configuring and managing OneDrive settings.

Module 3: Working with Site Collections

- Creating Site Collections: Creation and configuration processes.
- Using Site Templates: Application and customization of templates.
- Define Site Collection Administrators and Site Owners: Managing roles and responsibilities.
- Configure External Sharing Settings at Site Collection Level: Controlling external sharing.

- Delete and Restore Site Collections: Procedures for deleting and restoring collections.
- Working with Hub Sites: Understanding and managing hub sites.
- Managing Site Collections with PowerShell: Automating tasks with PowerShell.

Module 4: Working with Sites

- Apps, Lists, and Libraries: Creation and management.
- Pages and News: Customizing site pages and managing news.
- Site Permissions: Configuring access levels and permissions.
- Navigation: Optimizing site navigation.

Module 5: SharePoint and Microsoft Teams

- What is Microsoft Teams?: Introduction to features.
- How Microsoft Teams integrates with SharePoint Online: Understanding the collaboration.
- Permissions with Microsoft Teams: Managing permissions and access.
- Private and Shared Channels: Configuration and use.

Module 6: Viva Connections

- Home Site: Configuring the home site.
- Global Navigation: Setting up global navigation.
- Viva Connections Dashboard: Customizing the dashboard.
- Adaptive Cards: Using cards for a personalized user experience.
- Deploy the Viva Connections App: Deployment procedures.

Module 7: User Profiles

- User Profiles in SharePoint Online: Configuration and management.
- Using Delve to customize a profile: Personalizing profiles with Delve.

Module 8: Managed Metadata and Content Types

- Using the Term Store: Managing terms and taxonomies.
- Managed Metadata Columns: Advanced use of metadata columns.
- Site Content Types and Tenant Content Types: Creation and management.
- Content Types for Lists and Libraries: Application and management.

Module 9: Microsoft Search

- What is Microsoft Search?: Introduction to features.
- Configure Integrations: Setting up integrations with other services.
- Configure Answers: Customizing search responses.
- Review Insights and Usage Statistics: Tracking and optimizing searches.

Module 10: Viva Topics

- What is Viva Topics?: Introduction to features.
- Configure Viva Topics: Setup and management.
- Manage Topics and Topic Pages: Organizing and administering topics.
- Integrate with Managed Metadata: Using metadata to structure topics.

Module 11: Security and Compliance in Microsoft 365

- Overview of Security and Compliance Features in Microsoft 365: Introduction to tools and features.
- Extending Security and Compliance Features with Additional Licenses: Advanced options.
- Using the Microsoft Defender Portal and Secure Score: Managing security with Microsoft Defender.
- Using the Microsoft 365 Compliance Portal and Compliance Score: Monitoring and improving compliance.
- Plan and Configure Retention Labels and Policies: Managing retention policies.
- Plan and Configure Data Loss Prevention Policies: Preventing data loss.
- Create and Assign Sensitivity Labels: Protecting sensitive information.
- Configure Safe Attachments and Safe Links Policies: Securing attachments and links.
- Plan and Configure Multi-Factor Authentication: Enhancing security with multi-factor authentication.

Module 12: Troubleshooting SharePoint Online

- Monitor Microsoft 365 Service Health: Proactive service monitoring.
- Troubleshoot Microsoft 365 Connectivity and Service Issues: Identifying and resolving common issues.
- Troubleshooting SharePoint Online: Specific troubleshooting techniques.
- Reporting and Monitoring SharePoint Online Usage: Tracking usage and performance.

Documentation

- Digital course material included.

Exam

- This course is not certification-based.

Participant profiles

- SharePoint Administrators
- Office 365 Administrators
- IT Specialists
- Site Managers
- IT Consultants
- SharePoint Developers

Prerequisites

- Prior to attending this course, participants should have an overview and general knowledge of Microsoft 365 and SharePoint.
- These basic skills will help them better understand and leverage the advanced concepts covered in this course.

Objectives

- Understand the utility of Office 365 and SharePoint Online.
- Configure policy settings for SharePoint.
- Work with site collections.
- Work with sites.
- Understand the integration of SharePoint Online with Microsoft Teams.
- Understand Viva Connections.
- Work with user profiles.
- Create metadata and content types.
- Implement and manage Microsoft Search.
- Understand Viva Topics.

- Implement security and compliance on Office 365.
- Troubleshoot SharePoint Online issues.

Description
SharePoint Online training : SharePoint Online Management and Administration (55370)
Classroom Registration Price (CHF)
3200
Virtual Classroom Registration Price (CHF)
3000
Duration (in Days)
4
Reference
55370A