

# M365-49 - MOC 55238 - SHAREPOINT ONLINE SITE ADMINISTRATOR

Categoria: **MS 365**

## INFORMAZIONI SUL CORSO



**Durata:**  
3 Giorni



**Categoria:**  
MS 365



**Qualifica Istruttore:**  
Microsoft Certified  
Trainer



**Dedicato a:**  
Professionista IT



**Produttore:**  
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
- Managing 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)