



SharePoint Online for Administrators

Course 55238

3 Days

Instructor-led, Hands on

Course Information

Did you know that over 85% of Fortune 500 companies use SharePoint for internal collaboration? The 55238 SharePoint Online for Administrators course is your gateway to mastering SharePoint Online administration within Office 365. It's designed for those moving from SharePoint on-premises or stepping into a new admin role.

Through hands-on labs and real-world scenarios, you'll learn how to configure site collections, manage user profiles, deploy apps, build taxonomies, and maintain enterprise-level compliance—all within the SharePoint Online ecosystem. By the end of the course, you'll be equipped with the tools and knowledge to streamline collaboration, enhance data governance, and support digital transformation across your organization.

Participants will gain an in-depth understanding of SharePoint Online architecture and components. You'll experience hands-on training configuring site collections, user profiles, data connectivity, taxonomy structures, and search functionalities. The course also covers critical areas like enterprise content management, data loss prevention, app deployment, and advanced configuration options, including Information Rights Management.

Who Should Attend?

This course is designed for Administrators who need to setup, configure and manage SharePoint Online as part of their Office 365 Administration.

At Course Completion

Upon successful completion of this course, students will be able to:

- Introduction to Office 365 and SharePoint Online
- Working with Site Collections
- Managing User Profiles
- Working with Data Connections.
- Managing the Term Store.
- Configuring Search.
- Configuring Apps
- Enterprise Content Management in SharePoint Online
- Manage Options for SharePoint Online

Prerequisites

Prior to attending this course, students should have attended or be familiar with what is covered in the SharePoint Online for Power Users course.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Module 1: Course Outline

- Introduction to Office 365 and SharePoint Online
- Office 365 Admin Center and reporting
- SharePoint management tools and PowerShell
- On-premises vs. SharePoint Online
- User identity and hybrid scenarios
- OneDrive and Yammer redirection
- Hybrid search and taxonomy

Module 2: Working with Site Collections

- Admin centers overview
- Creating and securing site collections
- Storage configuration and recovery
- External sharing and PowerShell management

Module 3: Managing User Profiles

- Profile service and property mapping
- Custom profile properties and audiences
- My Site configuration and newsfeed options
- Email notifications and cleanup settings

Module 4: Working with Data Connections

- Overview of PowerApps, Flow, and Power BI
- BDC and secure store service configuration
- Cloud/on-premise service connections
- External content types and lists

Module 5: Managing the Term Store

- Terms, term sets, and CSV imports
- PowerShell and CSOM term management
- Synonyms, pinning, and delegated admin

Module 6: Configuring Search

- Classic vs. Modern search
- Managed properties and result sources
- Query rules and promoted results
- Export/import of search configurations

Module 7: Configuring Apps

- App Catalog and marketplace apps
- Licensing and usage monitoring



- Store access settings

Module 8: Enterprise Content Management in SharePoint Online

- ECM components and compliance options
- In-place records and records center
- Compliancy and eDiscovery centers
- Data loss prevention and governance

Module 9: Manage Options for SharePoint Online

- OneDrive and Yammer features
- Information Rights Management
- Site classification and early release options
- Access control