



SharePoint Online for Office 365: Administer & Configure for the Cloud

Course ISI-1505 3 Days Instructor-led, Hands on

Course Description

This three-day instructor led course provides students with a complete guide to SharePoint online deployment considerations for your organization.

If you are totally new to SharePoint administration, this course will help you ramp up on how to administrate SharePoint Online—not only because you will learn many (but not all) of the core “how to” tasks in which administrators engage, but because you will learn the “why” you’re doing what you’re doing and ideas to consider relative to that task. In fact, nearly all of “Site-collection administration,” has little to do with how to administrate a site collection—it is focused on the business issues that naturally bubble up when SharePoint Online is used.

Solving the core problems of governance, risk, compliance, taxonomies, processes, and training associated with a SharePoint Online deployment is the macro focus of this course and is the core of good SharePoint administration.

Course Objectives

In this course, you will learn about:

- SharePoint Online Administration
- Manage user profiles
- Managing a term store
- Records management
- Configuring search
- Securing information
- Working with apps
- Administrating general settings
- Site-collection administration

Prerequisites

Basic knowledge of SharePoint: Site Collections, Sites, Lists, Document Libraries, Site Columns, Content Types

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



Course Outline

Chapter 1 An overview of the SharePoint Admin Center

- Comparing the different SharePoint Online versions
- Finding the SharePoint Admin Center in Office 365
- A brief walkthrough of the SharePoint Admin Center interface
- Managing site collections
 - Contribute
 - Manage
 - Public website
 - Site Collection Recycle Bin

Chapter 2 Managing user profiles

- Introduction to user profiles, audiences, and My Sites
- People
 - Manage user properties
 - Manage subtypes
 - Manage audiences
 - Manage user profile permissions
 - Manage policies
- Organizations
- My Site settings
 - My Site setup
 - Configure trusted-sites locations
 - Map an account through different membership providers
 - Manage promoted sites
 - Publish links to Office client applications
- OneDrive for Business

Chapter 3 Working with Business Connectivity Services

- The benefits of using Business Connectivity Services
 - External lists
 - Searching external data in SharePoint Online
- What is an administrator's role with Business Connectivity Services?
- Data aggregation in SharePoint Online
 - Connecting to external data sources
 - Connecting to OData
- Authentication
 - Configuring Secure Store
- Authorization
- Creating a BCS solution in a hybrid environment

Chapter 4 Managing a term store

- Putability
- Term-store concepts
- Term-store administration
- Managing term groups
- Managing term sets
 - Term set properties
- Managing terms and term properties
 - Term properties

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- Content types and the Content Type Publishing Hub
 - Content type settings
- Managing navigation and local term sets
 - Creating a local term set

Chapter 5 Records management

- In-Place Records Management
 - Record declaration settings
 - Automatic declaration
- Creating and managing records in the records center
 - Creating a records center
 - Create and syndicate content types
 - Automatic records declaration
 - Configure the Send To link
 - Content Organizer
 - Routing the document
 - Using workflows to move the document
 - Managing the records center
 - Document IDs

Chapter 6 Configuring search

- Relevance, precision, and recall
- Analytics processing
- Managing the search schema
 - Using managed properties and Delve
 - Configuring managed properties
 - Creating a new managed property
 - Managing search dictionaries and query suggestions
 - Managing query spelling correction
 - Query suggestion settings
 - Managing authoritative pages
 - Managing result sources
 - Query rules
 - Query client types
 - Removing search results
 - Viewing usage and search reports
 - Search center settings
 - Exporting and importing search configurations
- Search Navigation web parts
 - Changing the settings for the Search Navigation web part
- Changing the display name or the URL of a search vertical
- Search Refinement web part
- Basic Search Center information

Chapter 7 Securing information

- Company data on employee hardware
- Introduction to Microsoft Intune
- A brief overview of Azure Active Directory
- Additional security features for SharePoint Online
 - Data integrity and encryption

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Chapter 8 Working with apps

- Creating an app catalog site
- Purchase apps from the SharePoint Store
- Managing app licenses
- Configure the Store settings
- Monitor apps
- Manage app permissions

Chapter 9 Administrating general settings

- Top Navigation Bar User Experience settings
- Admin Center Experience settings
- Enterprise Social Collaboration settings
- Streaming Video Service settings
- Global Experience Version settings
- Information Rights Management (IRM) settings
- Start A Site settings
- Custom Script settings
- Preview Features settings
- Access Apps

Chapter 10 Site-collection administration

- Governance honeycomb
- User-adoption principles
 - Relative advantage
 - Compatibility
 - Complexity
 - Trialability
 - Observability
- User-adoption groups
 - Innovators: Venturesome
 - Early Adopters: Respect
 - Early Majority: Deliberate
 - Late Majority: Skeptical
 - Laggards: Traditional
 - Other notes on adoption
- Feature discussions
- Shared administrative configurations
 - The connection between managed properties and Query Builder
 - The connection between the query rule builder and the term store
 - The connection between the global and local term stores
- Division of roles and responsibilities