

48 HORAS

MS-300T01-A: Managing Office 365 Content Services

INTRODUCTION

Content is the most critical digital asset for every organization. In this course you will learn how to plan, configure, and manage SharePoint Site Collection and OneDrive for Business to enable modern content services which transform the content lifecycle. Specifically, this course discusses the modern SharePoint site structure, such as SharePoint hub sites. It provides best practices for the adoption and deployment of OneDrive for Business within your organization. It also covers sharing, security, and monitoring in SharePoint Online and OneDrive for business. This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization.

AUDIENCE

This course is for the Microsoft 365 teamwork administrator role. The role is responsible for configuring, deploying, and managing Office 365 and Azure workloads that focus on efficient and effective collaboration and adoption. They manage apps, services, and supporting infrastructure to meet business requirements. The administrator is aware of and can differentiate between products and services but may not directly manage each product or service. The Teamwork administrator must be able to deploy, manage, migrate, and secure SharePoint (online, on-premises, and hybrid), OneDrive, and Teams. The Teamwork administrator has a fundamental understanding of integration points with the following apps and services: Office, PowerApps, Flow, Yammer, Microsoft Graph, Stream, Planner, and Project. The administrator understands how to integrate third-party apps and services including line-of-business applications.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Configure SharePoint Site Collections.
- Manage site collection storage limits.
- Deploy OneDrive for Business sync client.
- Use Group Policy to control OneDrive sync client settings.
- Manage external sharing for data in SharePoint Online and OneDrive for Business.

PREREQUISITES

Before attending this course, students must have:

- Experience with Windows PowerShell.
- Basic understanding of Active Directory and Azure AD.

- Basic understanding of mobile device management, and alternative operating systems (Android and macOS).

COURSE OUTLINE

Module 1: Plan and Configure SharePoint Site Collection

- SharePoint Online Overview
- Configure site collection
- Manage site collection

Module 2: Configure and Manage OneDrive for Business

- OneDrive for Business Overview
- Deploy OneDrive for Business
- Manage OneDrive for Business

Module 3: Sharing, Security, and Monitoring in SharePoint and OneDrive

- Manage sharing in SharePoint and OneDrive
- Manage security in SharePoint and OneDrive
- Monitor SharePoint and OneDrive

Module 4: Course Conclusion

MS-300T02-A: Managing SharePoint Online

INTRODUCTION

In this course you will learn how to manage user profiles and apps with proper permission settings. We will also discuss how to plan and configure Managed Metadata, Business Connectivity Services, and search allowing content to be found, consumed, and governed across Office 365. This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Describe how to configure user profile properties.
- Describe how to manage audiences
- Describe how to use the App Catalog to make custom apps.
- Create and manage term groups, term sets, and terms
- Describe the difference between modern and classic search experiences.

COURSE OUTLINE

Module 1: Manage User Profiles and Apps

- Manage User Profiles
- Plan and configure customizations and apps

Module 2: Plan and Configure Managed Metadata and Business Connectivity

- Plan and configure Managed Metadata
- Plan and configure Business Connectivity Services (BCS) and Secure

Module 3: Plan and Configure Search

- Overview of search in SharePoint Online
- Manage search

Module 4: Course Conclusion

MS-300T03-A: Enabling Microsoft Teams for Collaboration

INTRODUCTION

Microsoft Teams is the hub for Teamwork in Microsoft 365. In this course you will learn how to plan, deploy and manage Microsoft Teams. Specifically, this course discusses the relationship of Teams with SharePoint, OneDrive and Office 365 Groups. It provides best practices for the adoption and deployment of Teams within your organization. It also covers how to establish guest policies and data governance for your Teams data.

This course was designed for IT Professionals who manage and deploy Microsoft Teams in their organization.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Plan for a Microsoft 365 Teams deployment.
- Configure Office 365 for Teams.
- Configure teams and channels in Microsoft Teams.
- Manage user access to Teams.
- Configure Teams for meetings.
- Establish a data governance strategy for Teams data.

COURSE OUTLINE

Module 1: Plan a Microsoft Teams Deployment

- Getting Started with Teams
- Deploying Teams
- Teams and Channels
- Authentication and Access

Module 2: Configure Microsoft Teams

- Set up Microsoft Teams in Office 365
- Apps in Microsoft Teams
- Meetings in Teams

Module 3: Manage the Teams Environment

- Privacy and Governance
- Security and Compliance

- Management and Reporting

MS-300T04-A: Enabling Office 365 Workloads for Collaboration

INTRODUCTION

Transforming teamwork and collaboration inside and outside the organization becomes more critical in a modern workspace. In this course you will learn how to leverage Office 365 Collaboration Workloads to improve your organizations productivity, such as Yammer, Stream, PowerApps, and Flow. We will evaluate available collaborative toolsets and analyze business requirements. You will also learn how to plan and develop governance for digital transformation including user adoption and change management.

This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Evaluate available technological tools.
- Analyze business requirements.
- Develop governance for digital transformation.
- Implement application management governance.
- Manage user adoption and change.
- Monitor collaboration solutions.
- Evaluate Office 365 collaboration workloads.

COURSE OUTLINE

Module 1: Evaluating Office 365 Collaboration Workloads

- Evaluating available technological tools
- Analyzing business requirements

Module 2: Planning and Developing Governance

- Developing Governance for digital transformation
- Implementing application management governance
- User adoption and change management
- Monitoring collaboration solutions

Module 3: Managing Office 365 collaboration workloads

- Managing Office 365 collaboration workloads
- Managing Stream capabilities
- Managing Yammer capabilities
- Managing Flow and PowerApps capabilities