

# SharePoint Online for IT Administration (2 Days)

Code : SP-200

## About this course

The course is appropriate for existing SharePoint on-premises administrators and new administrators to Office 365 who need to understand how to correctly setup SharePoint Online for their company. The course will also help SharePoint on-premises administrators understand the differences between SharePoint on-premises and SharePoint Online.

Technology:	Microsoft 365/SharePoint Online
Audience(s):	IT Administrator/O365 Administrator
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 -13:00-16:30
Prerequisites:	Microsoft 365 with SharePoint Online

## Day 1



Time: 9.00 – 10.30

### Module 1: Introduction to Office 365 and SharePoint Online

#### Lessons:

- Overview of the Office 365
- Overview of the SharePoint Online
- Managing user domains
- OneDrive and Sites redirection
- Yammer redirection
- Connecting to SharePoint Online with PowerShell

Break 10.30 – 10.45



Time: 10.45 – 12.00

### Module 2: Managing Site Collections

#### Lessons:

- Understand the topology of site collections
- Creating Site Collections
- Defining ownership and security for site collections
- Configuring Storage
- Configure External Access to site collections
- Recovering site collections
- Recovering items from Recycle bin
- Configure external sharing

Lunch Break 12.00 – 13.00



Time: 13.00 – 14.30

### **Module 3: Configuring Apps**

#### **Lessons:**

- An Introduction to Apps
- Understanding the App Catalog
- Add Apps to your SharePoint sites
- Adding Apps via the marketplace store
- Manage App licensing
- Configure store access settings
- Monitoring app usage

Break 14.30 – 14.45



Time: 14.45 – 16.30

### **Module 4: Overview site and change look & feel**

#### **Lessons:**

- Understand the topology of site collections
- Create Subsite
- Create Page
- Out of the box Web part (Add, Edit, Delete)
- Hand on Labs (HOL)

## **Day 2**



Time: 9.00 – 10.30

### **Module 5: Understand Document and library**

#### **Lessons:**

- What is a document library?
- Configure classic versus new experience
- Uploading a document by drag & drop
- Uploading a document by windows explorer
- Document Version, Check-in, Check-out
- Creating a folder
- Editing a document
- Downloading a copy
- Deleting a document
- Recovering a document
- Document search

Break 10.30 – 10.45



Time: 10.45 – 12.00

### **Module 6: Understand list**

#### **Lessons:**

- What is SharePoint lists?
- Understand List Templates.
- Work with default lists in a Team Site.
- Create a new list from a List Template.

- Create a custom list.
- Add columns to a list.

Lunch Break 12.00 – 13.00



Time: 13.00 – 14.30

### **Module 7: Managing SharePoint Service Application**

#### **Lessons:**

- Understanding the SharePoint Online Service Application
- Managing User Profiles User
- Managing the Term store
- Managing Search

Break 14.30 – 14.45



Time: 14.45 – 17.00

### **Module 8: Managing SharePoint Online Permission**

#### **Lessons:**

- SharePoint Site Permission
- SharePoint Permission Level
- Create Group SharePoint
- Add User SharePoint
- Edit / Remove Group SharePoint
- Remove User SharePoint
- Hand on Labs (HOL)