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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 3 Days

SharePoint Online for Administrators (MS-55238)



About This Course:

The SharePoint Online for Administrators course equips you to become a skilled administrator who can configure, optimize, and secure SharePoint Online within Microsoft 365 environments.

You'll dive into SharePoint's architecture with hands-on learning across site collections, user profiles, taxonomy setup, apps, and compliance tools. The course

also emphasizes critical areas such as data connectivity, storage management, and search configuration to support seamless collaboration.

Course Objectives:

By the end of this training, you'll be prepared to administer SharePoint Online environments, manage hybrid integrations, and deliver a secure, scalable digital workplace that meets your organization's collaboration and governance needs. Skills gained include:

- Understand the architecture and key components of SharePoint Online
- Configure site collections, storage, user profiles, and social features
- Set up data connectivity, search, taxonomy, and enterprise content management
- Deploy apps and configure data loss prevention and information rights management
- Manage advanced options and features in SharePoint Online

Audience:

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

Prerequisites:

- None

Course Outline:

Module 1: 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