

Managing Office 365 Content Services (MS-300T01)

Modality: Virtual Classroom

Duration: 2 Days

SATV Value: 2

When you register without the Master Subscription Program in all Microsoft 300 series training (300T01, 300T02 and 300T04), you can obtain a Free Official Exam Voucher for the Microsoft 300 Exam (except transactions utilizing Training Vouchers / SATV). When you are registered in the Master Subscription, this program does not include an Exam Voucher but you can apply to buy the Official Exam Voucher individually.

About this course:

To any organization, content is the most important digital asset. You will discover how to plan, manage, and configure SharePoint Site Collection and OneDrive for Enterprise in this program to allow digital cloud services that change the lifecycle of the cloud. This program explicitly addresses the current framework of the SharePoint network, like the SharePoint portal pages. It offers best practices within the company for the deployment and adoption of OneDrive for Business. It also includes business sharing, monitoring, and security within OneDrive and SharePoint Online.

This online training is intended for IT Experts who manage and deploy their organization's teamwork infrastructure.

Course Objective:

- Manage storage limits for collection of site
- Using Group Policy to monitor client settings for the OneDrive sync
- Configuration of SharePoint Site Collections
- Setup OneDrive for Client Business Sync
- Manage data sharing externally within OneDrive and SharePoint Online for Business

Audience:

This program is for the role of Teamwork Administrator for MS 365. Managing, deploying, and configuring Azure workloads and Office 365 that concentrate on effective and efficient communication and adoption is the responsibility of the job. They handle the software, programs, and technology support to meet company needs. The manager is aware of, and may differentiate between services and products, but does not control each service or product directly.

The Teamwork administrator needs to be able to Secure, migrate, deploy, and manage SharePoint

(on-site, online, and hybrid), OneDrive, and Teams.

With the following applications and services, the Teamwork administrator has a basic knowledge of integration points: PowerApps, Office, Yammer, Flow, Stream, MS Graph, Project, and Planner. The administrator recognizes how services and applications from third parties can be incorporated like line-of-business devices.

Prerequisite:

- Fundamental knowledge of Azure AD and Active Directory
- Windows PowerShell experience
- Fundamental knowledge of handling mobile devices, and alternative OS (macOS and Android).

Course Outline:

Module 1: Plan and Configure SharePoint Site Collection

This module is all about planning, configuring, and managing SharePoint site collections. It discusses how SharePoint administrators use SharePoint Admin Center to manage the lifecycle of site collections in your organization.

Lessons

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

After completing this module, students will be able to:

- Explain the site collection concepts.
- Create site collections.
- Manage site collection storage limits.
- Create and configure SharePoint hub sites.
- Describe how to use SharePoint Admin Center to manage site collections.

Module 2: Configure and Manage OneDrive for Business

This module explains how to plan the deployment of OneDrive for Business. It discusses different approaches to deploy OneDrive for Business based on different scenarios. It also introduces the capabilities to manage content in OneDrive for Business.

Lessons

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

After completing this module, students will be able to:

- Manage users' storage limits.
- Configure data retention in OneDrive for Business.
- Use Group Policy to control OneDrive sync client settings.
- Describe different methods to deploy OneDrive for Business.
- Describe how to use OneDrive Admin Center to manage OneDrive for Business.

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

This module is focused on sharing, security, and monitoring in SharePoint and OneDrive. Specifically, we discuss planning and managing external sharing as well as access control in SharePoint and OneDrive. It also discusses how to use Office 365 Admin Center to monitor the activities in SharePoint online and OneDrive for Business.

Lessons

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

After completing this module, students will be able to:

- Describe the external sharing in SharePoint Online and OneDrive for business.
- Describe the options to manage device access to SharePoint Online and OneDrive for business.
- View Office 365 reports that measure SharePoint Online and OneDrive for business usage.

Module 4: Course Conclusion

Lab : Creating and configuring site collection