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Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Advanced

Course Duration: 1 Day

## Managing SharePoint Online (MS-300T02)



***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:**

In this online training program, students will discover the methods manage applications and user profiles with an appropriate authentication setting. Students will also explore how to configure and setup Business Connectivity Services, Managed Metadata, and check to allow content to be governed, consumed and found across Office 365.

This training program is intended for IT experts who manage and implement the teamwork framework in their enterprises.

This is the second in a sequence of four Teamwork administrator training programs. Such programs assist to train for the Microsoft 300 exam: Deploying MS 365 Teamwork.

## **Course Objective:**

- Explain the ways to manage audiences
- Manage and Create terms, term sets, and term groups
- Explain the ways to set up user profile properties.
- Define how custom applications can be rendered using the App Catalogue.
- Explain the difference between experiences of the classic and modern search.

## **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: Manage User Profiles and Apps**

This module is about user profile and customization in SharePoint Online. It discusses manage User Profiles in SharePoint Online. It also describes how to use the App Catalog to make custom business apps available for your SharePoint Online.

#### **Lessons**

- Manage User Profiles
- Plan and configure customizations and apps

After completing this module, 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.

#### **Module 2: Plan and Configure Managed Metadata and Business Connectivity**

This module is about the Managed Metadata and Business Connectivity Services. It introduces the concepts of managed metadata as well as the process to import term sets. It also describes how to manage Business Connectivity Services and create an external list.

#### **Lessons**

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

After completing this module, students will be able to:

- Describe the functions of the Managed Metadata.
- Create and manage term groups, term sets, and terms
- Explain the key components of a BDC model.
- Describe the high-level architecture of BCS.
- Explain the purpose of the Secure Store Service.

### **Module 3: Plan and Configure Search**

This module is about enterprise search service application. It provides details on planning and configuring content sources, crawl schedules, and crawl rules. It also discusses how to provision search management of a range of search components, such as Query Rules, Result Types and Display Templates.

#### **Lessons**

- Overview of search in SharePoint Online
- Manage search

After completing this module, students will be able to:

- Describe the difference between modern and classic search experiences.
- Describe how to plan and configure content sources.
- Describe how to manage the search schema.
- Explain the use and deployment of query rules.
- Explain the use and deployment of the result source.

### **Module 4: Course Conclusion**

#### **Lab : Import term sets**