

SharePoint Online, Entra ID for IT Administration (1 Day)

Code: M365-204

About this course

This course gives IT administrators the skills to manage SharePoint Online and Microsoft Entra ID day to day—covering identity and access (PowerShell, domain setup, user sync, single sign-on), SharePoint site and tenant administration, permissions and sharing, and administrative services such as search, user profiles, the term store, and file share migration.

Product: Microsoft (Office) 365, SharePoint Online, Microsoft Entra
Prerequisites: Microsoft (Office) 365 Business or Enterprise Plan
Audience(s): System (IT) administrators or Microsoft 365/SharePoint Administrator who want to learn about administration in Microsoft 365/SharePoint
Language: Speaker Thai / Presentation English & Thai
Time: 9:00-12:00 and 13:00-16:30 (1 Day)

Module



Module 1: Microsoft 365 and Identity and access management

Lessons:

- What is the Microsoft 365?
- Manage Microsoft 365 with PowerShell
- SharePoint Online Management Shell
- Connect your domain
- Add or sync users to Microsoft Entra ID
- What is single sign-on in Microsoft Entra ID?



Module 2: Introduction to SharePoint Online

Lessons:

- What is SharePoint Online?
- Configure tenant-level settings for SharePoint and OneDrive
- Site collection topology
- SharePoint site structure
- Create & restore sites
- Defining ownership for sites
- Create hub site
- Configure storage limits
- Configure general settings



Module 3: Managing SharePoint Permission

Lessons:

- SharePoint permission level
- SharePoint site permission
- Create SharePoint group
- Assign users to SharePoint group
- Remove, delete user, group
- Setting list/library/item permission
- Configure sharing policies



Module 4: SharePoint Administrative Services

Lessons:

- SharePoint search
- User profile
- Term store
- File share migration