

SharePoint Online for IT Administration (1 Day)

Code: SP-200

About this course

This course provides students with the knowledge and skills to efficiently administer SharePoint Online on a day-to-day basis. By the end of this course, students will be able to confidently navigate and manage SharePoint Online's administrative capabilities.

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

Module	
	Module 1: Introduction to SharePoint Online Lessons: - What is SharePoint Online? - Site Collection topology - SharePoint Site structure - Getting familiar with the SharePoint admin center - Create & Restore Site Collection - Defining ownership for site collection - Create Hub Site - Configure storage limits - Configure General Settings
	 Module 2: 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 3: Managing Search

Lessons:

- Manage Search Service
- Classic and modern search experiences
- Search Center
- Manage Result Source
- Customizing Enterprise Search
- Setting Indexing Site Content, Reindex



Module 4: SharePoint Administrative Services

Lessons:

- User Profile
- Term Store
- SharePoint Online Management Shell
- File Share Migration