Microsoft 365 Admin and SharePoint Admin (1 Day)

Code: M365-203

About this course

This comprehensive course is designed for IT administrators who need to effectively manage and operate Microsoft 365 services. The course covers everything from basic configuration and user management to in-depth SharePoint Online administration.

Product:	Microsoft 365
Prerequisites:	Microsoft 365 License including SharePoint Online plan.
Audience(s):	System (IT) administrators or Microsoft 365/SharePoint Administrator who want to learn about administration in Microsoft 365 and 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 Microsoft 365
Lessons:
- What is the Microsoft 365?
- Overview of the Microsoft 365 admin center
- Enable Unified Audit Logging in Microsoft 365

Module 2: Manage users, groups and passwords
Lessons:
- Identity models for Microsoft 365
- Create and manage users and user licenses
- Create and manage groups
- Assign admin roles to users

Module 3: Introduction to SharePoint Online & Admin center
Lessons:
- What is SharePoint Online?
- SharePoint admin center
- Configure storage limits
- Manage sharing settings
- Configure general settings
- SharePoint site structures
- Manage SharePoint sites
- Manage site admins
- SharePoint Online Management Shell
- Migrate your content to Microsoft 365

Module 4: SharePoint Branding and Site Contents
Lessons:

- Branding SharePoint site (Logo, Navigation, Theming)
- Mange a SharePoint list
- Manage a SharePoint document library
- Metadata architecture
- Create a view
- Manage a page and news
- Create a flow
- Sync SharePoint files and folders

Module 5: SharePoint Permissions
Lessons:

- Site governance, permission, and sharing for site owners
- Customize permissions for a SharePoint list or library
- Set up and manage access requests
- Stop sharing files or folders, or change permissions

Module 6: Manage tenant health and services in Microsoft 365
Lessons:

- Monitor the health of your Microsoft 365 services
- Microsoft 365 Backup
- Request assistance from Microsoft