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

Code: M365-205

About this course

      This course will provide students with the knowledge and skills to efficiently use SharePoint online Administration on a day-to-day basis. At the end of this course students will be able to effectively navigate SharePoint Online Admin capabilities. It also covers the identity and access and management (Entra ID) features.

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