



SharePoint Online for IT Administration (1 Day)

Code: SP-201

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

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	
	<p>Module 1: Introduction to SharePoint Online</p> <p>Lessons:</p> <ul style="list-style-type: none"> ▪ 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
	<p>Module 2: Managing SharePoint Permission</p> <p>Lessons:</p> <ul style="list-style-type: none"> ▪ 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