

Course Title	SharePoint Online Administration workshop for Admin Users
Course Code	SPOL_ADMIN-012018-001
Objective	<p>The SharePoint Administration class is about enterprise content management, making information consistent across the entire SharePoint deployment, and business intelligence.</p> <p>SharePoint provides many advanced document management and information architecture tools that are not obvious out of box, and the goal of this class is understand how these features work and integrate.</p>
Target Audience	Administrator / Office 365 Administrator / System Administrator
Benefits	<ul style="list-style-type: none"> • Learn site collection management and understand when to create separate site collections • Use site columns, managed metadata service, and content types to keep metadata consistent across site collections • Utilize document sets to apply workflows, metadata, and versions to a collection of documents • Manage user profiles, audiences, and promoted sites • Administer search content sources, managed properties, search centre • Understand query rules and entity extraction in search • Create publishing pages, layouts, and master pages using SharePoint Designer and Design Manager
Duration	1.0 days
Time	<p>10.00 am to 1.00 pm (break for 15 minutes)</p> <p>1.00 pm to 2.00 pm (lunch break at own expenses)</p> <p>2.00 pm to 5.00 pm (break for 15 minutes)</p>
Venue	Alfa Connections Office or Microsoft Office
Class Size	Up to 8 attendees to have an effective learning experience

Technology	Microsoft SharePoint Online (Subscription to Office 365 E3 Trial to be used).
Notes to Attendee	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013 server. http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p>
Topics	<ol style="list-style-type: none"> 1. Definitions, History, and Expectations <ul style="list-style-type: none"> • Definitions • History • Editions • How to Make SharePoint Successful 2. Site Collection Management <ul style="list-style-type: none"> • Definition • Why separate site collections • Management • Create New Site collections • Properties, Sharing, Owners • Storage Quota, Server Resource Quota 3. Infopath <ul style="list-style-type: none"> • Browser enabled farm templates • Scopes and updates 4. User Profiles <ul style="list-style-type: none"> • Mange People • Mange Organizations • Mange MySite Settings 5. Term Store <ul style="list-style-type: none"> • Create/Update/Delete new Groups • Create/Update/Delete new Term Sets • Create/Update/Delete new Terms • Use Managed Navigation using Managed Metadata Term Set • Create new Term set for Site collection Navigation 6. Records Management <ul style="list-style-type: none"> • Create new Send To connections • Connection Settings

	<p>7. Search Administration</p> <ul style="list-style-type: none">• Properties• Remove Search Results• View Usage Reports• Search Center Settings• Import /export Search Configuration• Crawl log Permissions <p>8. APPS Management</p> <ul style="list-style-type: none">• App Catalog• Purchase Apps• Manage Licenses• Configure Store Settings• Monitor Apps• App Permissions <p>9. Share Management</p> <ul style="list-style-type: none">• Share to Out Side your organization• Additional Settings <p>10. Settings - Admin Center</p> <ul style="list-style-type: none">• Storage• Options show/Hide• Lists and Library Experience• Admin Center Experience• Enterprise Social Collaboration• Steaming Video Service• Create Start a Site• Allow custom Script• Connected Services• Access Apps
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Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.