Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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MS-300: Deploying Microsoft 365 Teamwork Fast Track

CODE:	LENGTH:	PRICE:
MCS_MS300	40 Hours (5 days)	kr24,000.00

Description

Course MS-300T01-A: Managing Office 365 Content Services

Content is the most critical digital asset for every organization. In this course you will learn how to plan, configure, and manage SharePoint Site Collection and OneDrive for Business to enable modern content services which transform the content lifecycle.

Specifically, this course discusses the modern SharePoint site structure, such as SharePoint hub sites. It provides best practices for the adoption and deployment of OneDrive for Business within your organization. It also covers sharing, security, and monitoring in SharePoint Online and OneDrive for business.

This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization.

This is the first in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.

Course MS-300T02-A: Managing SharePoint Online
In this course you will learn how to manage user profiles and apps with proper permission settings. We will also discuss how to plan and configure Managed Metadata, Business Connectivity Services, and search allowing content to be found, consumed, and governed across Office 365.

This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization.

This is the second in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.

Course MS-300T03-A: Enabling Microsoft Teams for Collaboration
Microsoft Teams is the hub for Teamwork in Microsoft 365. In this course you will learn how to plan, deploy and manage Microsoft Teams. Specifically, this course discusses the relationship of Teams with SharePoint, OneDrive and Office 365 Groups. It provides best practices for the adoption and deployment of Teams within your organization. It also covers how to establish guest policies and data governance for your Teams data.

This course wasdesigned for IT Professionals who manage and deploy Microsoft Teams in their organization.

This is the third in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.

Course MS-300T04-A: Enabling Office 365 Workloads for Collaboration
Transforming teamwork and collaboration inside and outside the organization becomes more critical in a modern workspace. In this course you will learn how to leverage Office 365 Collaboration Workloads to improve your organizations productivity, such as Yammer, Stream, PowerApps, and Flow. We will evaluate available collaborative toolsets and analyze business requirements. You will also learn how to plan and develop governance for digital transformation including user adoption and change management.

This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization.

This is the last in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.

Objectives

Course MS-300T01-A: Managing Office 365 Content Services
After completing this course, students will be able to:
•Configure SharePoint Site Collections.
•Manage site collection storage limits.
•Deploy OneDrive for Business sync client.
•Use Group Policy to control OneDrive sync client settings.
•Manage external sharing for data in SharePoint Online and OneDrive for Business.

Course MS-300T02-A: Managing SharePoint Online
After completing this course, students will be able to:
•Describe how to configure user profile properties.
•Describe how to manage audiences
•Describe how to use the App Catalog to make custom apps.
•Create and manage term groups, term sets, and terms
•Describe the difference between modern and classic search experiences.

Course MS-300T03-A: Enabling Microsoft Teams for Collaboration
After completing this course, students will be able to:
•Plan for a Microsoft 365 Teams deployment.
•Configure Office 365 for Teams.
•Configure teams and channels in Microsoft Teams.
•Manage user access to Teams.
•Configure Teams for meetings.

Course MS-300T04-A: Enabling Office 365 Workloads for Collaboration
•Establish a data governance strategy for Teams data.
After completing this course, students will be able to:
•Evaluate available technological tools.
•Analyze business requirements.
•Develop governance for digital transformation.
•Implement application management governance.
•Manage user adoption and change.
•Monitor collaboration solutions.
•Evaluate Office 365 collaboration workloads.

Audience

This course is for the Microsoft 365 teamwork administrator role. The role is responsible for configuring, deploying, and managing Office 365 and Azure workloads that focus on efficient and effective collaboration and adoption. They manage apps, services, and supporting infrastructure to meet business requirements. The administrator is aware of and can differentiate between products and services but may not directly manage each product or service.
The Teamwork administrator must be able to deploy, manage, migrate, and secure SharePoint (online, on-premises, and hybrid), OneDrive, and Teams.
The Teamwork administrator has a fundamental understanding of integration points with the following apps and services: Office, PowerApps, Flow, Yammer, Microsoft Graph, Stream, Planner, and Project. The administrator understands how to integrate third-party apps and services including line-of-business applications

Prerequisites

Learners should start this course already having the following skills: •Experience with Windows PowerShell.
•Basic understanding of Active Directory and Azure AD.
•Basic understanding of mobile device management, and alternative operating systems (Android and macOS).

Programme

Course MS-300T01-A: Managing Office 365 Content Services Module 1: Plan and Configure SharePoint Site Collection
This module is all about planning, configuring, and managing SharePoint site collections. It discusses how SharePoint administrators use SharePoint Admin Center to manage the lifecycle of site collections in your organization.
Lessons
•SharePoint Online Overview
•Configure site collection
•Manage site collection After completing this module, students will be able to:
•Explain the site collection concepts.
•Create site collections.
•Manage site collection storage limits.
•Create and configure SharePoint hub sites.
•Describe how to use SharePoint Admin Center to manage site collections.

Module 2: Configure and Manage OneDrive for Business
This module explains how to plan the deployment of OneDrive for Business. It discusses different approaches to deploy OneDrive for Business based on different scenarios. It also introduces the capabilities to manage content in OneDrive for Business.

Lessons
•OneDrive for Business Overview
•Deploy OneDrive for Business
•Manage OneDrive for Business After completing this module, students will be able to:
•Manage users' storage limits.
•Configure data retention in OneDrive for Business.
•Use Group Policy to control OneDrive sync client settings.
•Describe different methods to deploy OneDrive for Business.
•Describe how to use OneDrive Admin Center to manage OneDrive for Business.
Module 3: Sharing, Security, and Monitoring in SharePoint and OneDrive
This module is focused on sharing, security, and monitoring in SharePoint and OneDrive. Specifically, we discuss planning and managing external sharing as well as access control in SharePoint and OneDrive. It also discusses how to use Office 365 Admin Center to monitor the activities in SharePoint online and OneDrive for Business.
Lessons
•Manage sharing in SharePoint and OneDrive
•Manage security in SharePoint and OneDrive
•Monitor SharePoint and OneDrive After completing this module, students will be able to:
•Describe the external sharing in SharePoint Online and OneDrive for business.
•Describe the options to manage device access to SharePoint Online and OneDrive for business.
•View Office 365 reports that measure SharePoint Online and OneDrive for business usage. Module 4: Course Conclusion

Lab : Creating and configuring site collection **Course MS-300T02-A: Managing SharePoint Online**
Module 1: Manage User Profiles and Apps
This module is about user profile and cusotmization in SharePoint Online. It discusses manage User Profiles in SharePoint Online. It also describes how to use the App Catalog to make custom business apps available for your SharePoint Online.
After completing this module, students will be able to:
Lessons •Describe how to configure user profile properties.
•Manage User Profiles •Describe how to manage audiences
•Plan and configure customizations and apps •Describe how to use the App Catalog to make custom apps.
Module 2: Plan and Configure Managed Metadata and Business Connectivity
This module is about the Managed Metadata and Business Connectivity Services. It introduces the concepts of managed metadata as well as the process to import term sets. It also describes how to manage Business Connectivity Services and create external list.
After completing this module, students will be able to:
•Describe the functions of the Managed Metadata.
•Create and manage term groups, term sets, and terms
Lessons •Explain the key components of a BDC model.
•Plan and configure Managed Metadata •Describe the high-level architecture of BCS.
•Plan and configure Business Connectivity Services (BCS) and Secure •Explain the purpose of the Secure Store Service.
Module 3: Plan and Configure Search
This module is about enterprose search service application. It provides details on planning and configuring content sources, crawl schedules, and crawl rules. It also discusses how to provision search management of a range of search components, such as Query Rules, Result Types and Display Templates.
After completing this module, students will be able to:
•Describe the difference between modern and classic search experiences.
•Describe how to plan and configure content sources.
Lessons •Describe how to manage the search schema.
•Overview of search in SharePoint Online •Explain the use and deployment of query rules.
•Manage search •Explain the use and deployment of result source.

Module 4: Course Conclusion Lab : Import term sets **Course MS-300T03-A: Enabling Microsoft Teams for Collaboration**
Module 1: Plan a Microsoft Teams Deployment
This module is all about planning for Microsoft Teams. It discusses how users will authenticate to use Teams to best practices for deploying teams in your organization.
After completing this module, students will be able to:
•Explain how Teams interacts with SharePoint Online, Exchange Online, and OneDrive.
•Describe the different Teams clients and how they can be used.
Lessons •Describe how to prepare your network for Teams traffic.
•Getting Started with Teams •Describe best practices steps to deploy Microsoft Teams.
•Deploying Teams •Define objectives, risks, and key results for your Teams deployment.
•Teams and Channels •Describe the different capabilities of the different roles in Teams.
•Authentication and Access •Describe how teams and channels are used to organize content in Microsoft Teams.
Module 2: Configure Microsoft Teams
This module explains how to set up and configure Microsoft Teams. It discusses the use of tabs, bots and connectors in Teams. It introduces concepts related to managing meetings in Teams.
Lessons
•Set up Microsoft Teams in Office 365
•Apps in Microsoft Teams
•Meetings in Teams Lab : Configuring Microsoft Teams After completing this module, students will be able to:

•Set up Microsoft Teams in Office 365.
•Describe and administer apps in Microsoft Teams.
•Utilize bots and tabs within Teams.
•Describe and use connectors in Teams.
•Describe meeting concepts in Teams.
•Describe the devices available to facilitate meetings in Teams. Module 3: Manage the Teams Environment
This module is focused on managing Microsoft Teams. Specifically, we discuss security and compliance as well as privacy and data governance. While this course does not cover voice calling explicitly this module discusses quality of service-related topics.
Lessons
•Privacy and Governance
•Security and Compliance
•Management and Reporting After completing this module, students will be able to:
•Describe the security and compliance features available for Teams.
•Describe how Microsoft Intune can be used to secure Teams data on mobile devices.
•Conduct audit log and content searches for Teams.
•Describe Microsoft's approach to data privacy in Office 365.
•View Office 365 reports that measure Teams usage.
•Enable Quality of Service for Microsoft Teams.
Course MS-300T04-A: Enabling Office 365 Workloads for Collaboration
Module 1: Evaluating Office 365 Collaboration Workloads
Office 365 includes many features that can be used to build collaboration solutions. The core component for building collaboration solutions is SharePoint Online, but other features such as Yammer and Stream can also be used. You need to understand how SharePoint Online and other Office 365 features compare with third-party solutions when designing your solution. You also need to be able to analyze business requirements to ensure that your solution meets business needs.
Lessons
•Evaluating available technological tools
•Analyzing business requirements After completing this module, students will be able to:
•Evaluate available technological tools.
•Analyze business requirements. Module 2: Planning and Developing Governance
Successful deployment and management of information technology (IT) requires a consistent and well-defined methodology. Governance is the processes that you follow to define the policies and procedures for deploying and managing IT, including collaboration solutions. You need to consider governance for application management, user adoption, change management, and monitoring.
Lessons
•Developing Governance for digital transformation
•Implementing application management governance
•User adoption and change management
•Monitoring collaboration solutions After completing this module, students will be able to:
•Develop governance for digital transformation.
•Implement application management governance.
•Manage user adoption and change.
•Monitor collaboration solutions. Module 3: Managing Office 365 collaboration workloads
In Office 365, there are many apps and features that you can use for collaboration. You need to understand how to configure these apps and features to meet the needs of your organization. In this module, you will learn about management of Office 365 groups, Power BI, Microsoft Stream, Yammers, Flow, and PowerApps.
Lessons After completing this module, students will be able to:
•Managing Office 365 collaboration workloads •ManageOffice 365 collaboration workloads.
•Managing Stream capabilities •ManageStream capabilities.
•Managing Yammer capabilities •ManageYammer capabilities.
•Managing Flow and PowerApps capabilities •ManageFlow and PowerApps capabilities.

Test and Certification

Microsoft 365 Teamwork Administrator

Session Dates

Ved forespørsel. Vennligst kontakt oss

Tilleggsinformasjon

Denne treningen er også tilgjengelig som trening på stedet. Kontakt oss for å finne ut mer.