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Premier Educate Program

SharePoint business solutions in the cloud!

Office 365 SharePoint Online: Administration and Configuration

Overview

The Office 365 SharePoint Online: Administration and Configuration workshop is a three-day course that teaches you how to manage and support Microsoft Office 365 SharePoint Online. Key areas of focus include Office 365 and SharePoint Online features and new platform capabilities, as well as setting up and configuring Active Directory® Federation Services (AD FS) and Directory Synchronization.

The workshop contains Level 300 content. Please review the Target Audience information, and contact your Microsoft Services representative to ensure that this workshop is appropriate to the student's experience and technical expertise.

Technical Highlights

After completing this course, students will understand:

- Office 365
- SharePoint Online features and capabilities
- SharePoint Online administration and troubleshooting
- How to set up and configure AD FS and Directory Synchronization so that students can synchronize on-premises Active Directory accounts into online accounts to enable single sign-on
- How to plan for Microsoft Online Services by analyzing network, infrastructure, and integration requirements
- Methods for customizing and branding sites that are hosted in SharePoint Online
- How to transition to SharePoint Online

Target Audience

This workshop is intended for SharePoint Server administrators who work with SharePoint Server and require knowledge about using SharePoint Online. To ensure the high-quality knowledge transfer expected by the attendees of this three-day workshop, class size is limited to a maximum of 16 students who meet the following criteria:

- Current on-premises SharePoint administrators
- Microsoft Certified IT Professional for SharePoint
- Microsoft Certified System Engineers or those with similar experience

Hardware Requirements

To participate in the course, students need to have access to a workstation that meets or exceeds the minimum hardware requirements below. Contact your TAM if the necessary hardware needs to be provided.

If you are attending an open enrollment workshop, the hardware will be provided for you.

Minimum Hardware Requirements

- Windows Server 2008 R2, HyperV
- Internet connectivity, Internet Explorer 9.0 or newer
- 8 gigabytes (GB) of RAM
- 140 GB hard disk space, 7200 RPM speed
- 16-megabyte (MB) video adapter (32 MB recommended)

Syllabus

This workshop runs a full three days. Students should anticipate consistent start and end times for each day. Early departure on any day is not recommended.

Module 1: Introduction to Microsoft Office 365. This module introduces Microsoft Online Services, most notably Office 365, and describes the benefits of using SharePoint Online. In this module, students learn how to manage Microsoft Online Services, and they gain an understanding of Microsoft Online Service identities, built-in roles, and software updates required for desktop machines. This module also covers troubleshooting issues related to Office 365 Desktop Setup.

Module 2: Features and Capabilities of Microsoft Office 365 SharePoint Online. This module describes SharePoint Online features such as browser and mobile device support, storage, service continuity and availability. It also provides an overview of the various capabilities of SharePoint Online such as My Sites, Social Features, Search, and composites for customization.

Module 3: Managing the O365 SharePoint Online Environment: In this module, students learn about the layers of administration within the O365 tenant and SharePoint Online. They will also learn about site collection administration, managing user access and permissions, User Profile Service administration, as well as troubleshooting known errors and common issues related to managing a SharePoint Online environment.

Module 4: Domain Management and Directory Synchronization. This module describes the network and infrastructure Microsoft Online Services requirements for single sign-on capability, including AD FS and Directory Synchronization. This module also covers troubleshooting known and common issues related to AD FS and Directory Synchronization.

Module 5: Customizing SharePoint Online. This module describes the methods available for developing custom solutions for SharePoint Online such as sandbox solutions and the client object model. Students also learn how to use SharePoint Designer 2010 for creating custom workflows and branding solutions for SharePoint Online sites.

Module 6: O365 SharePoint Online Integration. In this module, students learn how SharePoint Online integrates with Office 2010, Office Web Apps, InfoPath, Excel Services, and Access Services

This workshop is just one of many available from Microsoft Services.

For more information, contact your Technical Account Manager or Services representative.