Who Should Attend

This course is intended for SharePoint Server administrators who work with SharePoint Server and require knowledge about using SharePoint Online.

Course Objectives

Upon successful completion of this course, students will understand Office 365 and the features, capabilities, administering and troubleshooting of SharePoint Online.

Course Outline

1 AN INTRODUCTION TO SHAREPOINT ONLINE

An Overview of SharePoint Online
Central Repository for Information
Web Content Management
Team Collaboration
Search
Social Computing
Workflows
Business Intelligence
Security Trimming
Roles – Visitors, Members, Owners, Site Collection Administrator, Office 365 Admin
Lab 1: Introduction to SharePoint Online
2 Creating Sites
An Introduction to Site Topology
When to Create a Site and Where?
How to Create a New Site
Site Templates
Team Sites
Project Sites
Blog Sites
Community Sites
Publishing Sites
Navigating SharePoint Sites
Applying Custom Themes to a Site
Building the Site Navigation Bar
Deleting Sites
Recovering Deleted Sites
Lab 1: Creating Sites

3 Creating and Managing Web Pages
Introducing Wiki Pages
Adding Wiki Pages
Adding Rich Content to Wiki Pages
Promoted Links
Adding and Modifying Web Parts
Deleting Wiki Pages
Reusable Content
Web Page Approval
Scheduling Pages
Introducing the Publishing Site
Create and Edit Publishing Pages
Using Page Layouts
Web Page Metadata
Site Collection Images
Renditions
Lab 1: Create and Manage Web Pages

4 Defining Business Information & Retention
Managed Metadata Service
An Introduction to Content Types
Create & Manage Content Types
Content Type Settings
Using Content Types in Apps
The Content Type Hub
Deploying Content Types
Table of Information Management Policies
The Records Center
The Content Organizer
Document IDs
In Place Records Management
Lab 1: Business Information
5  ADDING AND CONFIGURING APPS

Adding List & Library Apps
Managing List & Library Settings
Adding Site Columns
Create and Manage Public Views
Working with Document Sets
Creating App Templates
On Premises Apps
SharePoint Marketplace Apps
Table a Popular List & Library Templates
Add, Modify, Upload, and Delete Content in Apps
Create and Manage App Columns
Sort and Filter Content
Personal Views
Using Alerts in Apps
Office 2016 Integration with SharePoint Apps
Lab 1: Working with Apps

6  BUILDING PROCESSES WITH WORKFLOWS

An Introduction to Workflows
Workflow Scenarios
Creating Workflows
Configuring Workflow Settings
Adding Workflows
Removing Workflows
Third Party Workflow Tools
Lab 1: Workflow

7  CUSTOMIZING SECURITY

An Introduction to Security
Access Requests
Share Sites and Files
Approving Access Requests
Creating Permission Levels
Creating SharePoint Groups
How Inheriting Security Works
Securing Apps, Folders, Files/Items
Managed Metadata Security
OneDrive Security
Lab 1: Customizing Security

8  COMMUNICATING WITH SOCIAL TOOLS

An Introduction to Social Tools
Updating your Profile
Blog Sites
Newsfeeds
Community Sites
Community Portal
Lab 1: Social
9 WORKING WITH SEARCH

Searching in SharePoint Online
Refinements
Search Criteria
People Search
How Search Works
Promoted Results
Search Web Parts
How Can Search be Customized?
Lab 1: Working with Search