Mastering SharePoint Online Design, Architecture and Best Practice Administration Training

Duration: **5 Day**

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Overview

This five-day instructor-led will provide delegates with knowledge and skills to design, deploy and manage a SharePoint Online architecture using best practice principals.

Prerequisites

Important This course may require the use of Multifactor Authentication (MFA). Please read this page and download the Microsoft Authenticator app (or similar app) prior to attending the course:

https://www.qa.com/resources/faqs/mfa-requirements/

Please see the below Microsoft article for further information on reasons for the MFA requirement:

https://learn.microsoft.com/en-us/entra/identity/authentication/concept-mandatory-multifactor-authentication

- Basic understanding of 'cloud' concepts
- Experience with Microsoft 365 core components such as user IDs
- Attendance of the QA Mastering SharePoint Online Fundamentals' course (QASPEUOL1) or equivalent knowledge and experience.
- Experience with PowerShell
- Experience with traditional collaboration methods such as email and file sharing

Whilst this is not a powershell course, as powershell is one of the core administrative tools within Microsoft 365 products - there will be powershell steps referenced within the course and used in the labs. Where powershell is used in the labs Students can either copy and paste the instructions, or in most exercises use a GUI alternative method (though sometimes a GUI alternative is not available). A high level understanding of what powershell is would be very beneficial, but not absolutely essential for this course.

Target Audience

The primary audience is IT professionals with experience of Microsoft 365, who want to learn best practice design, deployment, configuration and administration of SharePoint Online.

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What You Will Learn

- Thorough knowledge of the components of SharePoint Online
- SharePoint Online Administration via GUI, SharePoint Online Powershell and PNP Powershell
- Technical Guidance for designing and deploying best practice Information architecture site hierarchies, scalable navigation structures and company taxonomies.
- Thorough understanding of Modern Team & Communication Sites vs Classic sites and available PnP modernization tools and guidance.
- Available permission models, and best practice security
- Internal and external sharing features and administration
- Modern team management including controlling site creation, limiting or blocking guest access via Microsoft 365 Groups
- Best Practice Enterprise Content Management design and deployment including content types, document sets, content organizer and document ID's
- Records management for SharePoint Online
- Sensitivity labels for encryption, classification and visual marking
- Sensitivity labels for SharePoint Online sites
- SharePoint Online Apps concepts, deployment and management
- SharePoint Online Social features including bulk profile photo management and Delve concepts, best practice and configuration
- Microsoft Search concepts and best practice configuration including Search Schema management and Modern Search administration
- SharePoint Online Migration tools and best practice
- SharePoint Online Monitoring and Reporting for both auditing, compliance and user adoption assessment