

Deploying Microsoft 365 Teamwork, Sharepoint online (MS-300).

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Seminar



Zurzeit keine Termine



Teilnahmebescheinigung



Präsenz / Virtual Classroom



40 Unterrichtseinheiten

Seminarnummer: 29511 | Herstellernummer: MOC-MS-300

Stand: 03.05.2024. Alle aktuellen Informationen finden Sie unter <https://akademie.tuv.com/s/29511>

Inhalt ist das wichtigste digitale Asset für jedes Unternehmen. In diesem Kurs lernen Sie, wie Sie SharePoint Site Collection und OneDrive for Business planen, konfigurieren und verwalten, um moderne Inhaltsdienste zu ermöglichen, die den Inhaltslebenszyklus transformieren. In diesem Kurs wird insbesondere die moderne SharePoint-Webseitenstruktur erläutert, z. B. SharePoint-Hub-Websites.

Nutzen

Nach Abschluss dieses Kurses verfügen Sie über diese Skills:

- Konfigurieren von SharePoint-Websitesammlungen.
- Verwalten von Speicherbeschränkungen für Websitesammlungen.
- Bereitstellung von OneDrive for Business-Synchronisierungsclient.
- Verwenden von Gruppenrichtlinien, um die Einstellungen des OneDrive-Synchronisierungsclients zu steuern.
- Verwalten von externen Freigaben für Daten in SharePoint Online und OneDrive for Business.
- Konfiguration von Benutzerprofileigenschaften.
- Benutzergruppen verwalten.
- Erstellung von benutzerdefinierten Apps mithilfe des App-Katalogs.
- Erstellen und Verwalten von Termgruppen, Termsets und Terms
- Planen einer Microsoft 365 Teams-Bereitstellung.
- Konfigurieren von Office 365 für Teams.
- Konfigurieren von Teams und Kanäle in Microsoft Teams.
- Benutzerzugriff auf Teams verwalten.
- Konfigurieren von Teams für Besprechungen.
- Erstellen einer Data Governance-Strategie für Teamdaten.

- Analysieren der Geschäftsanforderungen.
- Governance für die digitale Transformation entwickeln.
- Implementieren der Governance für das Anwendungsmanagement.
- Verwalten der Benutzerakzeptanz und -änderung.
- Überwachung von Kollaborationslösungen.
- Evaluieren von Office 365-Collaboration-Workloads.

Zielgruppe

Dieser Kurs richtet sich an Microsoft 365-Teamwork-Administratoren. Die Rolle ist für das Konfigurieren, Bereitstellen und Verwalten von Office 365- und Azure-Workloads verantwortlich, bei denen eine effiziente und effektive Zusammenarbeit und Übernahme im Vordergrund steht. Sie verwalten Apps, Dienste und die unterstützende Infrastruktur, um die Geschäftsanforderungen zu erfüllen.

Voraussetzungen

- Erfahrung mit Windows PowerShell.
- Grundlegendes Verständnis von Active Directory, Azure AD und Office 365.
- Grundlegendes Verständnis der Verwaltung mobiler Geräte und alternativer Betriebssysteme (Android und macOS).

Inhalte des Seminars

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.

- SharePoint Online Overview
- Configure site collection
- Manage site collection

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.

- OneDrive for Business Overview
- Deploy OneDrive for Business
- 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.

- Manage sharing in SharePoint and OneDrive
- Manage security in SharePoint and OneDrive
- Monitor SharePoint and OneDrive

Module 4: Manage User Profiles and Apps This module is about user profile and customization 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.

- Manage User Profiles
- Plan and configure customizations and apps

Module 5: 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.

- Plan and configure Managed Metadata
- Plan and configure Business Connectivity Services (BCS) and Secure

Module 5: Plan and Configure Search This module is about enterprise 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.

- Overview of search in SharePoint Online
- Manage search

Module 7: 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.

- Getting Started with Teams
- Deploying Teams
- Teams and Channels
- Authentication and Access

Module 8: 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.

- Set up Microsoft Teams in Office 365
- Apps in Microsoft Teams

- Meetings in Teams

Module 9: 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.

- Privacy and Governance
- Security and Compliance
- Management and Reporting

Module 10: 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.

- Evaluating available technological tools
- Analyzing business requirements

Module 11: 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.

- Developing Governance for digital transformation
- Implementing application management governance
- User adoption and change management
- Monitoring collaboration solutions

Module 12: 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, Yammer, Flow, and PowerApps.

- Managing Office 365 collaboration workloads
- Managing Stream capabilities
- Managing Yammer capabilities
- Managing Flow and PowerApps capabilities

Wichtige Hinweise

Seminar wird abgelöst durch den MS-040 - Manage SharePoint and OneDrive in Microsoft 365. Die Zertifizierung zum Microsoft 365 Certified: Teamwork Administrator Associate (Examen MS-300 / 301)

wird/wurde von Microsoft zum 31.8.2020 eingestellt. Eine neue SharePoint Zertifizierung ist Stand heute nicht geplant.

Terminübersicht und Buchung

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- Schneller Buchungsvorgang
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Alternativ können Sie das Bestellformular verwenden, um via Fax oder E-Mail zu bestellen.