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SharePoint business solutions in the cloud!

Office 365 SharePoint Online: Administration and Configuration
*(**Pre-Release Draft**)*

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.

WorkshopPLUS Benefits

Incoming Assessment to measure baseline knowledge. It is important for students to receive feedback on how much they have learned during the WorkshopPLUS course. To accomplish that end, the Incoming Assessment measures what students know at the beginning of the course. This 25-question assessment was developed by a team of subject matter experts at Microsoft.

Outgoing Assessment to measure knowledge transfer. Students like to know how much they learned as a result of the training. At the end of the WorkshopPLUS course, students compare their Incoming and Outgoing results. In addition, the instructor reviews the questions and discusses the answers in detail to ensure that students understand the concepts. (Note: Individual results from the Incoming Assessment and Outgoing Assessment are not provided to management.)

Action Planning Exercises to take workshop-acquired knowledge and apply them to the workplace. Applying new knowledge in the real world is key to receiving the most value out of your training budget. The purpose of the Action Planning Exercises is to identify key problems and proactive opportunities in your workplace—and then to use the skills learned in this course to develop real-world action plans.

For more information about Consulting and Support solutions from Microsoft, contact your Microsoft Services representative or visit www.microsoft.com/services

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

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.

Incoming Assessment. Students take a 25-question quiz that measures their baseline knowledge.

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.

Module 2: Administering SharePoint Online. This module describes SharePoint Online features, capabilities, and site collection administration, and how to manage SharePoint Online by using the Administration Center.

Module 3: Domain Federation 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.

Module 4: Planning for SharePoint Online. In this module, students learn about site design, data store planning, and end user training. This module concludes by exploring integration planning topics such as InfoPath, Excel Calculation services, external data sources, and integration with on-premises SharePoint.

Module 5: Customization and Development. 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: How to Transition to Office 365 SharePoint Online. In this module, students learn how to migrate on-premises SharePoint sites to sites hosted in SharePoint Online and how to move to SharePoint Online from the Microsoft Business Productivity Online Standard Suite (BPOS).

Outgoing Assessment. Students complete the quiz again and compare incoming and outgoing results to measure knowledge transfer and to discuss the questions.

Action Planning Exercises. Students develop action plans to improve real-world situations and to implement proactive measures.

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

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

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