

MS-300 Deploying Microsoft 365 Teamwork

Overview

This four-MOC packaged set aligned to Microsoft 365 Exam: Teamwork Administrator, Part 1 contains courseware that helps prepare students for Exams MS-300. Passing this exam is required to earn the Microsoft 365 certification.

Prerequisite Comments

Students should start this course already having the following skills: Experience with Windows PowerShell. Basic understanding of Active Directory and Azure AD. Basic understanding of mobile device management, and alternative operating systems (Android and macOS).

Target Audience

This course is for the Microsoft 365 teamwork administrator role. The role is responsible for configuring, deploying, and managing Office 365 and Azure workloads that focus on efficient and effective collaboration and adoption. They manage apps, services, and supporting infrastructure to meet business requirements. The administrator is aware of and can differentiate between products and services but may not directly manage each product or service.

Course Objectives

After completing this course, students will be able to:
Configure SharePoint Site Collections.
Manage site collection storage limits.
Deploy OneDrive for Business sync client.
Use Group Policy to control OneDrive sync client settings.
Manage external sharing for data in SharePoint Online and OneDrive for Business.

Course Outline

1 - Plan and Configure SharePoint Site Collection

SharePoint Online Overview
Configure site collection
Manage site collection

[Register Online](#)

Schedule

Class Length: 5 Days

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training" | HDL = "Hosted Distance Learning"

This course is not currently available on the public schedule. Please contact us using the information in the footer below to inquire about future dates or to schedule a private class.

2 - Configure and Manage OneDrive for Business

OneDrive for Business Overview
Deploy OneDrive for Business
Manage OneDrive for Business

3 - Sharing, Security, and Monitoring in SharePoint and OneDrive

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

4 - Manage User Profiles and Apps

Manage User Profiles
Plan and configure customizations and apps

5 - Plan and Configure Managed Metadata and Business Connectivity

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

6 - Plan and Configure Search

Overview of search in SharePoint Online
Manage search

7 - Plan a Microsoft Teams Deployment

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

8 - Configure Microsoft Teams

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

9 - Manage the Teams Environment

Privacy and Governance
Security and Compliance
Management and Reporting

10 - Evaluating Office 365 Collaboration Workloads

Evaluating available technological tools
Analyzing business requirements

11 - Planning and Developing Governance

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

12 - Managing Office 365 collaboration workloads

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