

## MS-300T01 Managing Office 365 Content Services

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### Course Summary

#### Description

In this 1.5-day course for content is the most critical digital asset for every organization. In this course you will learn how to plan, configure, and manage SharePoint Site Collection and OneDrive for Business to enable modern content services which transform the content lifecycle. Specifically, this course discusses the modern SharePoint site structure, such as SharePoint hub sites. It provides best practices for the adoption and deployment of OneDrive for Business within your organization. It also covers sharing, security, and monitoring in SharePoint Online and OneDrive for business.

This course is part of the 5 day MS-300: Deploying Microsoft 365 Teamwork comprehensive course. <https://www.protechtraining.com/ms-300-deploying-microsoft-365-teamwork-pt21919>

#### Objectives

By the end of 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.

#### Topics

- Course Conclusion
- Configure and Manage OneDrive for Business
- Sharing, Security, and Monitoring in SharePoint and OneDrive
- Plan and Configure SharePoint Site Collection

#### Audience

This course is for the Microsoft 365 teamwork administrator..

#### Prerequisite

Learners 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).

#### Duration

Two days

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### Course Outline

#### I. *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.

- A. SharePoint Online Overview
- B. Configure site collection
- C. Manage site collection

#### II. *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.

- A. OneDrive for Business Overview
- B. Deploy OneDrive for Business
- C. Manage OneDrive for Business

#### III. *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.

- A. Manage sharing in SharePoint and OneDrive
- B. Manage security in SharePoint and OneDrive
- C. Monitor SharePoint and OneDrive

#### IV. *Course Conclusion*

- Lab : Creating and configuring site collection