

## Course duration

- 3 days

## Course Benefits

- Configure SharePoint Sites.
- Manage sites storage limits.
- Deploy OneDrive sync client.
- Use Group Policy to control OneDrive sync client settings.
- Manage external sharing for data in Microsoft SharePoint and OneDrive.
- Configure user profile properties.
- Manage audiences.
- Use the App Catalog to manage custom apps.
- Create and manage term groups, term sets, and terms.
- Describe the difference between modern and classic search experiences.

Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

## Course Outline

1. Plan and Configure SharePoint Sites
  1. Overview of SharePoint in Microsoft 365
  2. Configure SharePoint sites
  3. Manage SharePoint sites
2. Configure and Manage OneDrive
  1. Overview of OneDrive in Microsoft 365
  2. Deploy OneDrive
  3. Manage OneDrive
3. Sharing and Security in SharePoint and OneDrive
  1. Manage SharePoint site permissions
  2. Manage sharing in SharePoint and OneDrive
  3. Manage security in SharePoint and OneDrive
4. Manage User Profiles and Apps
  1. Manage User Profiles
  2. Manage apps
5. Plan and Configure Managed Metadata and Business Connectivity Services

1. Plan and configure Managed Metadata
2. Plan and configure Business Connectivity Services
6. Plan and Configure Search
  1. Plan search
  2. Configure search

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.