

Course Name	MS-MS300T01 Managing Office 365 Content Services
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	<p>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 designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization. This is the first in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.</p> <p>Audience profile 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. The Teamwork administrator must be able to deploy, manage, migrate, and secure SharePoint (online, on-premises, and hybrid), OneDrive, and Teams. The Teamwork administrator has a fundamental understanding of integration points with the following apps and services: Office, PowerApps, Flow, Yammer, Microsoft Graph, Stream, Planner, and Project. The administrator understands how to integrate third-party apps and services including line-of-business applications.</p>
Course Outcome	<p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> • 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 Details	<p>Topic 1: Plan and Configure SharePoint Site Collection</p> <p>Topic 2: Configure and Manage OneDrive for Business</p> <p>Topic 3: Sharing, Security, and Monitoring in SharePoint and OneDrive</p> <p>Topic 4: Course Conclusion</p>
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Course Name	MS-MS300T02 Managing SharePoint Online
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>In this course you will learn how to manage user profiles and apps with proper permission settings. We will also discuss how to plan and configure Managed Metadata, Business Connectivity Services, and search allowing content to be found, consumed, and governed across Office 365. This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization. This is the second in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.</p> <p>Audience profile</p> <p>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. The Teamwork administrator must be able to deploy, manage, migrate, and secure SharePoint (online, on-premises, and hybrid), OneDrive, and Teams. The Teamwork administrator has a fundamental understanding of integration points with the following apps and services: Office, PowerApps, Flow, Yammer, Microsoft Graph, Stream, Planner, and Project. The administrator understands how to integrate third-party apps and services including line-of-business applications.</p>
Course Outcome	<p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> • Describe how to configure user profile properties • Describe how to manage audiences • Describe how to use the App Catalog to make custom apps • Create and manage term groups, term sets, and terms • Describe the difference between modern and classic search experiences
Course Details	<p>Topic 1: Manage User Profiles and Apps</p> <p>Topic 2: Plan and Configure Managed Metadata and Business Connectivity</p>

	<p>Topic 3: Plan and Configure Search</p> <p>Topic 4: Course Conclusion</p>
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Course Name	MS-MS300T03 Enabling Microsoft Teams for Collaboration
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>Microsoft Teams is the hub for Teamwork in Microsoft 365. In this course you will learn how to plan, deploy and manage Microsoft Teams. Specifically, this course discusses the relationship of Teams with SharePoint, OneDrive and Office 365 Groups. It provides best practices for the adoption and deployment of Teams within your organization. It also covers how to establish guest policies and data governance for your Teams data. This course was designed for IT Professionals who manage and deploy Microsoft Teams in their organization. This is the third in a series of four courses for the Teamwork administrator. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.</p> <p>Audience profile</p> <p>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. The Teamwork administrator must be able to deploy, manage, migrate, and secure SharePoint (online, on-premises, and hybrid), OneDrive, and Teams. The Teamwork administrator has a fundamental understanding of integration points with the following apps and services: Office, PowerApps, Flow, Yammer, Microsoft Graph, Stream, Planner, and Project. The administrator understands how to integrate third-party apps and services including line-of-business applications.</p>
Course Outcome	<p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> • Plan for a Microsoft 365 Teams deployment • Configure Office 365 for Teams • Configure teams and channels in Microsoft Teams • Manage user access to Teams • Configure Teams for meetings • Establish a data governance strategy for Teams data
Course Details	Topic 1: Plan a Microsoft Teams Deployment

	<p>Topic 2: Configure Microsoft Teams</p> <p>Topic 3: Manage the Teams Environment</p>
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Course Name	MS-MS300T04 Enabling Office 365 Workloads for Collaboration
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	<p>Transforming teamwork and collaboration inside and outside the organization becomes more critical in a modern workspace. In this course you will learn how to leverage Office 365 Collaboration Workloads to improve your organizations productivity, such as Yammer, Stream, PowerApps, and Flow. We will evaluate available collaborative toolsets and analyze business requirements. You will also learn how to plan and develop governance for digital transformation including user adoption and change management. This course is designed for IT Professionals who deploy and manage the teamwork infrastructure in their organization. This is the last in a series of four courses for the Teamwork administrator.</p> <p>Audience profile 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. The Teamwork administrator must be able to deploy, manage, migrate, and secure SharePoint (online, on-premises, and hybrid), OneDrive, and Teams. The Teamwork administrator has a fundamental understanding of integration points with the following apps and services: Office, PowerApps, Flow, Yammer, Microsoft Graph, Stream, Planner, and Project. The administrator understands how to integrate third-party apps and services including line-of-business applications.</p>
Course Outcome	<p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> • Evaluate available technological tools • Analyze business requirements • Develop governance for digital transformation • Implement application management governance • Manage user adoption and change • Monitor collaboration solutions • Evaluate Office 365 collaboration workloads
Course Details	Topic 1: Evaluating Office 365 Collaboration Workloads

	<p>Topic 2: Planning and Developing Governance</p> <p>Topic 3: Managing Office 365 collaboration workloads</p>
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