



Manage SharePoint and OneDrive in Microsoft 365 (MS-040T00-AC)

Content is the most critical digital asset for every organization. In this course, you will learn how to plan, configure, and manage SharePoint Sites and OneDrive to enable modern content services that 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 within your organization. It also covers sharing, security, and monitoring in SharePoint and OneDrive in Microsoft 365. Additionally, 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 Microsoft 365.



CODE: ED21B30



DURATION: 21 hours



START DATE: Δευτέρα, 15/11/2021



AUDIENCE PROFILE:

- SharePoint and OneDrive Administrators.
- IT Personnel
- Staff from the IT Department
- Managers from SMEs with strong IT background



PREREQUISITES FOR PARTICIPATION:

Good Knowledge of computers and Internet



TRAINING LANGUAGE:

Greek or English



TRAINING MATERIALS:

Step by Step training materials in the English Language



METHODOLOGY:

Lecture, discussion, demonstration and practice.



COURSE OBJECTIVES:

Upon completion of this course the participants will :

- 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.

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VENUE: EDITC & MMC Conference Center,
Imvrou 16, 1055 Nicosia



DATES & TIMES:

Δευτέρα 15/11/2021 , 08:15 - 16:00

Τρίτη 16/11/2021 , 08:15 - 16:00

Δευτέρα 22/11/2021, 08:15 - 16:00



PARICIPATION COST:

The cost includes the course notes and certificate. In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

Participation Cost

- Total Cost: €700
- HRDA Subsidy: €357
- Net Cost: €343

For Unemployed

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Manage SharePoint and OneDrive

COURSE TOPICS

Module 1

Plan and Configure SharePoint Sites:

- Overview of SharePoint in Microsoft 365
- Configure SharePoint sites
- Manage SharePoint sites

Module 2

Configure and Manage OneDrive

- Overview of OneDrive in Microsoft 365
- Deploy OneDrive
- Manage OneDrive

Module 3

Sharing and Security in SharePoint and OneDrive

- Manage SharePoint site permissions
- Manage sharing in SharePoint and OneDrive
- Manage security in SharePoint and OneDrive

Module 4

Manage User Profiles and Apps

- Manage User Profiles
- Manage apps

Module 5

Plan and Configure Managed Metadata and Business Connectivity Services:

- Plan and configure Managed Metadata
- Plan and configure Business Connectivity Services

Module 6

Plan and Configure Search

- Plan search
- Configure search

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Registration Form

Seminar Code: ED21B30 — Title: Manage SharePoint and OneDrive in Microsoft 365 (MS-040T00-AC) Start Date: 15/11/2021

A. Organization's details (if applicable)					
Company/Organization:		Size:	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:			Email:		
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating in the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

C. Participation Cost	
PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)	
Please invoice <input type="checkbox"/> The participant <input type="checkbox"/> The company Credit Customer Number (if applicable):	
<input type="checkbox"/> For participants entitled the Human Resource Development Authority (HRDA)	€ 343
<input type="checkbox"/> For participants not entitled the Human Resource Development Authority (HRDA)	€ 700
Cheques must be issued to EDITC Ltd and payment can be made directly through deposit to the account of the company	
Account Name: EDITC LTD	Account Number: 115-01-068696-01
IBAN: CY19 0050 0115 0001 1501 0686 9601	SWIFT/BIC: HEBACY2N

D. Terms and conditions for participation on EDITC seminars	
<ol style="list-style-type: none"> 1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program. 2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participants) provided that they meet the criteria for participation on this program. 3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients. 4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled. 5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. Participants are encouraged to contact the company in case they did not receive the confirmation. 6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount). 7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC. 8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled. 	

We agree with the above terms and conditions

Signature:

Date:

Stamp (in case of company):

Registration Form

B. Participant's Details (2)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

B. Participant's Details (3)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

B. Participant's Details (4)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

B. Participant's Details (5)					
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

We agree with the above terms and conditions

Signature:

Date:

Stamp (in case of company):