



Course Title: SharePoint Online Management and Administration	Course Duration: 3.0 Days
Exam: Not Included	Exam Type: Proctored Exam
Qualification: Microsoft Certified: SharePoint Administrator Skills	

Course Syllabus

- Introduction to Office 365 and SharePoint Online
- Microsoft 365 group creation, restrictions and settings
- Configuring SharePoint Policies and Guest access
- Working with Site Collections
- Working with Sites
- Custom styles and templates
- Integration with Power Platform
- File sync and offline access
- Protecting files with IRM and Sensitivity Labels
- Security and Compliance for SharePoint in Office 365
- Troubleshooting SharePoint Online

Course Overview

During your course you will learn how to setup, configure and manage SharePoint Online.

Course Learning Outcomes



By the end of this course, learners will be able to configure and manage SharePoint Online sites, manage permissions and security groups, implement governance policies, monitor site usage and performance, manage content lifecycle, and troubleshoot common SharePoint issues. These skills enable administrators to maintain a secure, compliant, and productive SharePoint environment for their organization.

Audience

IT administrators, SharePoint site owners, Office 365 administrators, and professionals responsible for managing collaboration environments

Entry-Level Requirements

Basic knowledge of SharePoint Online, Office 365, and general IT administration skills

Recommended Reading

Microsoft Docs: SharePoint Online Admin Guide ,

What's Included

Instructor-led sessions, course slides,

Exam Information

This course supports preparation for **Microsoft 365 Certified: Teamwork Administrator Associate** or other SharePoint administration assessments. Exams evaluate the ability to configure, manage, and secure SharePoint Online sites, implement governance, and troubleshoot administration issues. Assessments include scenario-based and multiple-choice exercises to validate real-world SharePoint administration skills.

What's Next

After this course, learners can pursue advanced SharePoint administration, Teams integration, Microsoft 365 governance, or security and compliance courses.

Additional Information

SharePoint Online Management and Administration is appropriate for someone looking to use SharePoint in a professional workspace or environment. But do make sure to note any prerequisites, read the course outline to ensure it is the right fit for you or your teams requirements and preferences.