

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

Microsoft Official Course (MOC)

MS-040T00-A: Manage SharePoint and OneDrive in Microsoft 365

About this Course:

- 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.

Course Goals/Skills/Objectives:

- 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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Audience:

- This course is designed for IT Professionals who deploy and manage Microsoft SharePoint and OneDrive in their organizations. Students in this course are interested in Microsoft SharePoint and OneDrive.

Course Format:

<input type="checkbox"/>	<input type="checkbox"/>
Присъствен (Classroom) Курс в Учебната ни зала или В Офис на Клиент	Онлайн (Online/Virtual) Курс във виртуална зала с инструктор

Course Language Option

<input type="checkbox"/>	<input type="checkbox"/>
Български (Bulgarian)	Английски (English)

You can choose the language in which the training will be conducted – Bulgarian or English. All our instructors are fluent in English.

Student Guides:



The training materials are available in electronic format. They can be used online / offline on any

device. Lifetime access.

Lab Environment:



Each student has their own lab environment where the exercises are conducted, part of the course. You do not need to install software on a computer or special hardware requirements.

Participants in a face-to-face format in our Training Center have an individual computer during the training.

At Course Completion:



**Lifetime Access - Video
Archive 24/7**



**Certificate of Course
Completion**

Lifetime access to a video archive with recording of each individual lecture.

Official internationally recognized certificate for completed training course.

Course Duration:



- 3 working days (09:00 – 17:00)
or
 - 24 hours training (theory and practice) in non-working hours lasting 2 weeks
Saturday and Sunday 10:00 – 14:00, 14:00 – 18:00, 18:00 – 22:00
Monday and Wednesday 19:00 – 23:00
Tuesday and Thursday 19:00 – 23:00
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Payments :



An application for an invoice is accepted at the time of enrollment in the respective course.

An invoice is issued within 7 days of confirming the payment.

Schedule

■ Notice

There are no upcoming events.

For more information, use the contact form.

We will contact you to confirm the dates.

Prerequisites:

- Learners should start this course already having the following skills:
 - A proficient understanding of basic functional experience with Microsoft 365 services.
 - A proficient understanding of general IT practices, including using PowerShell.
 - Basic understanding of Active Directory and Azure AD.
 - Basic understanding of mobile device management, and alternative operating systems (Android and macOS).
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The course prepares for the following certification levels

- [You can be certified in our test center with a voucher with a discount on the price of the exam.](#)