

OneDrive for Business: Administration



WorkshopPLUS

Duration: 1 Day [Remote / Onsite]

Difficulty Level: 200 - Intermediate

Description

The Office 365 OneDrive for Business WorkshopPLUS addresses the depths of Microsoft OneDrive for Business management, security, and collaboration features. Through presentations and demos, this one-day workshop will provide the OneDrive for Business users and site administrators the skills to walk away with a firm grasp on the technical concepts required to successfully administer and use this world-class collaboration infrastructure.

Objectives

After attending this Workshop, students will:

- Familiarity with the OneDrive admin center.
- An understanding of the administrative settings available in the OneDrive admin center.

Outcomes

- Gain a deeper understanding of the administrative tasks and available controls for a OneDrive for Business administrator.
- Learn to Configure sync settings, storage quotas and sharing settings for internal and external sharing for OneDrive for Business sites.

Methodology

Learn by example

Participate in group discussions and learn from presentations and demonstrations.

Scope

This offering is scoped for OneDrive for Business

Agenda

Day 1

- Overview
- Administration
- Sync Client
- Identities
- Content Migration
- Security and Compliance

Delivery Outline

Requirements

Skill Requirements

Before attending this workshop, the attendees must have:

- Familiarity with the basic concepts and know-how of SharePoint technologies.
- An understanding of how Office 365 works and differs from Microsoft Server technologies.

Time Commitment

- One full-day engagement with relevant roles

Education

Module 1	Overview	<ul style="list-style-type: none">▪ Introduction to OneDrive for Business and its available features.
Module 2	Administration	<ul style="list-style-type: none">▪ Deep-dive into recommended configurations and settings for OneDrive for Business and user management.
Module 3	Sync Client	<ul style="list-style-type: none">▪ Focus on the sync client which provides offline-access to files on PC and Macs.
Module 4	Identities	<ul style="list-style-type: none">▪ Sharing is a key feature for most organizations. During this module we will focus on how internal and external users can access items in OneDrive for Business.
Module 5	Content Migration	<ul style="list-style-type: none">▪ Microsoft offers a variety of ways to move content to OneDrive for Business. This module covers content migration from various sources such as the user's computer, file shares, competing cloud solutions and SharePoint.
Module 6	Security and Compliance	<ul style="list-style-type: none">▪ With the new way of working we need to make sure content is safe and secure. OneDrive offers retention policies, auditing, eDiscovery and other features to facilitate the work of security officers managing OneDrive sites.

Note: Advanced lessons can be replaced with any other lessons.

For more information: Please contact your Microsoft Representative for more details.