SharePoint Online and Microsoft 365 – Administration Basics

Course code: GOC222

The five-day course focuses on the effective management and use of SharePoint Online and related Microsoft 365 services with only the features available in standard Microsoft 365 licenses (e.g. Business Standard / E3) with maximum dependency on Entra ID P1. We will briefly introduce popular premium extensions (e.g. SharePoint Premium, Copilot), but practical exercises remain within the scope of basic licenses. We emphasize information architecture, security and access, governance, search optimization (including the open-source PnP Modern Search solution), low-code and pro-code extensions, and long-term sustainable operation.

Who is the course for?

SharePoint Online / Microsoft 365 administrators (basic license environments)

Site collection / workspace owners moving to administrator roles

Advanced users with platform administration ambitions

IT professionals and IT management

Assumed entry knowledge

Knowledge within the scope of the courses listed in the Previous courses and Related courses

sections Basic knowledge of Microsoft 365 and user work in SharePoint Online

Understanding the basics of collaboration and document management

Basic knowledge of Entra ID is an advantage

Experience with site, list and library administration is an advantage

Basic knowledge of PowerShell is an advantage

Methods teaching

Multi-session modules (2–3 h) with hands-on labs

Labs and demos: configuration exercises, scripting basics (PnP.PowerShell), search, governance recommendations

Outputs: governance matrix, feature deployment checklist, search improvement plan, extensibility guide

Study materials

GOPAS's own student materials in electronic or printed form

Course outline

SharePoint Online platform basics

- History and development of SharePoint (Server › Online), PnP community roles
- Relationship between Microsoft 365, Azure and SharePoint — the big picture
- Service architecture and scope at the tenant level
- Roles of SharePoint, OneDrive and Teams (storage view)
- Admin centers and basic reports
- Lab: Checking the default tenant and service configuration

Information architecture and website strategies

- Website types (Team / Communication) and association hub strategies
- Navigation models and website hierarchy vs. flat alignment on hubs
- Content types, managed metadata, simple taxonomy management
- Lab: Hub design + site matrix and classification alignment

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List basics

- List design, views, rules and JSON formatting basics
- Choosing column types, lookups and calculated fields
- Item-level permissions — best practices
- List limits, indexing and working with large lists
- Lab: List standards (naming, views, JSON formatting)

Document libraries and content management

- Document content types and metadata
- Versioning policies and lifecycle basics
- Basic retention settings (core features)
- Lab: Metadata library configuration + versioning policies

Identity and accesses in Entra ID P1 scope

- Entra ID groups vs. M365 Groups vs. SharePoint Permissions
- Impact of Conditional Access (P1) on SharePoint Access
- Sharing Model (Internal/External) and Standard Access Governance
- Role Separation and the Principle of Least Privilege
- Lab: Group-Based Access Model and Permissions Checklist

ACLs, Sharing, and Shared Links

- Permission Inheritance vs. Unique Permissions; Role Definitions and Best Practices
- Shared Links: People in Organization / Specific People, Default Link Type, Expiration
- Sharing Policies at Tenant and Site Level; Allowed/Disallowed Domains; Guest/External Access
- Auditing Sharing Events; regular access reviews
- Lab: Pilot website security — default sharing, expiration, unique permissions review

Pages, sections, webparts and intranet composition

- Modern page types (site pages, news), sections and columns
- Catalog of basic webparts
- Page templates, audience targeting, publication planning; basics of multilingualism
- Intranet templates: hub home, news summaries, department homepages
- Lab: Building a hub home with sections, Hero, Quick links and highlighted content

Microsoft Search – basics + PnP Modern Search Center

- How Microsoft Search makes SharePoint content accessible
- Managed metadata and result sources (within the core)
- PnP Modern Search webparty: verticals, filters, result templates
- Governance and maintenance (version management, upgrades)
- Lab: Lightweight search "center" with PnP webparty

UX: navigation, hubs, branding and adoption

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- Hub navigation strategy and audience targeting (core)
- Website theme and simple branding principles
- Adoption tactics and communication plan
- Lab: Hub navigation plan and outline communication/adoption plan

Governance and web provisioning framework

- Request intake and approval (manual + simple form/list)
- Naming conventions, ownership and lifecycle checkpoints
- PnP.PowerShell and site scripts/templates
- Lab: Governance matrix and provisioning checklist

Power Automate for SharePoint Scenarios

- When to automate: approvals, notifications, lifecycle events
- Connectors in standard licenses; how to avoid premium dependencies
- Error handling and governance flows (naming, ownership)
- Lab: Approval + notification flow with governance checklist

Power Apps for SharePoint forms and apps

- Replacing classic list forms vs. full canvas apps
- Storage choice – Excel Online vs. SharePoint Lists
- Webpart Apps and Sharing to Teams
- Lab: Modifying a List Form + Creating a Simple Canvas App

Third-Party Tools for Governance and Adoption

- Orchestration: Workspace Templates, Request Management, Reports
- Positioning with Other Third-Party Apps and Native Admin Tools
- Operational Policies, Reporting, and Adoption Support
- Lab: Orchestration-Inspired Request Flow Governance Design

Extending SharePoint: Low-Code to Pro-Code

- JSON List Formatting, Power Automate, Power Apps, Adaptive Cards
- SPFx Overview (Webpart, Extension) — When Does Pro-Code Make Sense
- M365 CLI and PnP.PowerShell for Provisioning
- Decision Matrix: When to Low-Code and When to Code
- Lab: Extensibility Decision Guide + SPFx Outline scaffold

AI in SharePoint Online – Copilot and Premium (Overview)

- Overview of Microsoft 365 Copilot and its impact in SharePoint
- Licensing requirements beyond core
- Pay-as-you-go and cost management
- Overview of SharePoint Premium (eSignatures, document processing, etc.)
- Copilot agents in SharePoint contexts: secure patterns, governance

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- Demo: Copilot readiness and Premium evaluation (Overview exercise)

Conclusion, operation and next steps

- Reporting and telemetry (usage, audit), storage growth monitoring
- Performance and scaling: list/library limits, views, indexes; search tuning basics
- Change management and driving adoption
- Governance presentation + provisioning + search improvement plan and roadmaps
- Next steps: deeper automation, SPFx basics, governance maturity
- Lab: Runbook, report consolidation and roadmaps

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