

Planning and Administering SharePoint 2016

Course: 20339-1

Course Details

Audience(s): IT Professional(s)

Technology: SharePoint Server

Duration: 40 Hours

ABOUT THIS COURSE

This forty hours course will provide you with the knowledge and skills to plan and administer a Microsoft SharePoint 2016 environment. The course teaches you how to deploy, administer, and troubleshoot your SharePoint environment. This course also provides guidelines, best practices, and considerations that help you optimize your SharePoint deployment.

AUDIENCE PROFILE

The course is targeted at experienced IT professionals who are interested in learning how to install, configure, deploy, and manage SharePoint 2016 installations either in a data center or in the cloud.

Students typically have more than one year of hands-on experience* with planning and maintaining SharePoint and two years' experience with other core technologies on which SharePoint depends, including Windows Server 2012 R2 or later, Internet Information Services (IIS), Microsoft SQL Server 2014 or later, Active Directory Domain Services (AD DS), and networking infrastructure services.

Course Content

Module 1: Introducing SharePoint 2016

Lessons

- Key components of a SharePoint deployment
- New features in SharePoint 2016
- SharePoint 2016 deployment options

Module 2: Designing an information architecture

Lessons

- Identifying business requirements
- Understanding business requirements
- Organizing information in SharePoint 2016
- Planning for discoverability

Lab : Designing an information architecture - Part one

- Identifying site columns and content types

Lab : Creating an information architecture - Part two

- Designing a business taxonomy

Module 3: Designing a logical architecture

Lessons

- Overview of the SharePoint 2016 logical architecture
- Documenting your logical architecture

Lab : Designing a logical architecture

- Planning a logical architecture
- Producing a logical architecture diagram

Module 4: Designing a physical architecture

Lessons

- Designing physical components for SharePoint deployments
- Designing supporting components for SharePoint deployments
- SharePoint farm topologies
- Mapping a logical architecture design to a physical architecture design

Lab : Designing a physical architecture

- Designing a physical architecture
- Developing a physical architecture design diagram

Module 5: Installing and configuring SharePoint 2016

Lessons

- Installing SharePoint 2016
- Scripting installation and configuration of SharePoint
- Configuring SharePoint 2016 farm settings

Lab : Deploying and configuring SharePoint 2016 – Part one

- Provisioning a SharePoint 2016 farm

Lab : Deploying and configuring SharePoint 2016 – Part two

- Configuring incoming email
- Configuring outgoing email
- Configuring integration with Office Online Server

Module 6: Creating web applications and site collections

Lessons

- Creating web applications
- Configuring web applications
- Creating and configuring site collections

Lab : Creating and configuring web applications

- Creating a web application
- Configuring a web application

Lab : Creating and configuring site collections

- Creating and configuring site collections
- Creating a site collection in a new content database
- Using Fast Site Collection Creation

Module 7: Planning and configuring service applications

Lessons

- Introduction to the service application architecture
- Creating and configuring service applications

Lab : Planning and configuring service applications

- Provisioning a Managed Metadata Service application with Central Administration
- Provisioning a Managed Metadata Service application with Windows PowerShell
- Configuring the Word Automation Services service application for document conversion
- Configuring service application proxy groups

Module 8: Managing users and permissions, and securing content

Lessons

- Configuring authorization in SharePoint 2016

- Managing access to content

Lab : Managing users and groups

- Creating a web-application policy
- Creating and managing SharePoint groups
- Creating custom permission levels

Lab : Securing content in SharePoint sites

- Managing permissions and inheritance
- Managing site-collection security
- Enabling anonymous access to a site

Module 9: Configuring authentication for SharePoint 2016

Lessons

- Overview of authentication
- Configuring federated authentication
- Configuring server-to-server authentication

Lab : Extend your SharePoint 2016 to support Secure Sockets Layer (SSL)

- Configuring Microsoft SharePoint 2016 to use federated identities
- Configuring Active Directory Federation Services (AD FS) to enable a web application a relying party
- Configuring SharePoint to trust AD FS as an identity provider
- Configuring a web application to use the AD FS identity provider

Module 10: Securing a SharePoint 2016

Lessons

- Securing the platform
- Configuring farm-level security

Lab : Securing a SharePoint 2016 deployment

- Configuring SharePoint Server communication security
- Hardening a SharePoint server farm
- Configuring blocked file types
- Configuring Web Part security
- Implementing security auditing

Module 11: Managing taxonomy

Lessons

- Managing content types

- Understanding managed metadata
- Configuring the managed metadata service

Lab : Configuring content-type propagation

- Creating content types for propagation
- Publishing content types across site collections

Lab : Configuring and using the managed metadata service

- Configuring the managed metadata service
- Creating term sets and terms
- Consuming term sets

Module 12: Configuring user profiles

Lessons

- Configuring the User Profile Service Application
- Managing user profiles and audiences

Lab : Configuring user profiles

- Configuring the User Profile Service Application
- Configuring directory import and synchronization

Lab : Configuring My Sites and audiences

- Configuring My Sites
- Configuring audiences

Module 13: Configuring Enterprise Search

Lessons

- Understanding the Search Service Application architecture
- Configuring Enterprise Search
- Managing Enterprise Search

Lab : Configuring Enterprise Search

- Configuring the Search Service Application
- Configuring a file share content source
- Configuring a local SharePoint content source
- Creating a search center

Lab : Optimizing the search experience

- Configuring a result source and a query rule
- Customizing the search experience
- Creating and deploying a thesaurus
- Configuring entity extractors and refiners

- Managing query spelling correction

Module 14: Monitoring and maintaining a SharePoint 2016 environment

Lessons

- Monitoring a SharePoint 2016 environment
- Tuning and optimizing a SharePoint 2016 environment
- Planning and configuring caching
- Troubleshooting a SharePoint 2016 environment

Lab : Monitoring a SharePoint 2016 deployment

- Configuring usage and health data collection
- Configuring Sharepoint diagnostic logging
- Configuring Health Analyzer rules
- Reviewing usage and health data

Lab : Investigating page load times

- Analyzing network traffic
- Analyzing SharePoint page performance

At This Course Completion

After completing this course, students will be able to:

- Describe the key features of SharePoint 2016.
- Design an information architecture for a SharePoint 2016 deployment.
- Design a logical architecture for a SharePoint 2016 deployment.
- Design the physical architecture for a SharePoint 2016 deployment.
- Install and configure SharePoint 2016.
- Create and configure web applications and site collections.
- Plan and configure service applications for a SharePoint 2016 deployment.
- Manage users and permissions, and secure content in a SharePoint 2016 deployment.
- Configure authentication in a SharePoint 2016 deployment.
- Configure platform and farm-level security in a SharePoint 2016 deployment.
- Manage information taxonomy in SharePoint web applications and site collections.
- Configure and manage user profiles and audiences.
- Configure and manage the search experience in SharePoint 2016.
- Monitor, maintain, and troubleshoot a SharePoint 2016 deployment.