

Microsoft 365 Certified: Teamwork Administrator Associate – Skills Measured

Configure and manage SharePoint Online

Plan and configure site collections and hub sites

- identify procedures for creating, deleting, and restoring site collections
- assign users or groups as site collection administrators
- plan and configure navigation
- design site collection and subsites structure
- configure site collection settings and features
- configure site collection paths

Plan and configure customizations and apps

- plan and configure App Catalog
- plan and deploy apps with proper permissions and licenses

Plan and configure managed metadata

- plan and create the term store structure
- plan and configure term store security
- plan, create and configure term groups and term sets
- maintain the term store

Plan and configure guest access

- configure guest access
- configure allowed and restricted domains
- configure link settings and folder settings
- plan and configure guest sharing and site access

Manage SharePoint Online

- configure user profile properties
- archive or delete unused artifacts
- plan for information rights management
- configure storage settings for SharePoint online
- configure and collect audit logs for SharePoint online

Manage search

- create and update search dictionaries
- manage query suggestions
- create result sources
- manage the search schema
- manage search center settings
- use the Content Search Web Part
- deploy and use Search Display Templates

Monitor and maintain the SharePoint Online service

- research, troubleshoot, and resolve reported issues
- monitor service health issues
- monitor SharePoint Online Messages and Events
- monitor SharePoint usage and usage patterns
- configure the PowerBI Management Pack for SharePoint Online

Configure and manage OneDrive for Business

Configure and manage OneDrive for Business

- configure settings in the OneDrive for Business admin center
- configure external sharing, sync, and storage settings
- configure device access, notification, and compliance settings
- research, troubleshoot, and resolve reported issues
- plan OneDrive for Business silent account configuration

Manage users and groups

- add and remove admins for a OneDrive sites
- assign a default storage quota
- configure a retention policy for deleted OneDrive for Business users
- configure a legal hold for OneDrive Sites

Manage sharing and security

- control access to OneDrive for Business from unmanaged devices
- enforce upgrades to the latest OneDrive client
- audit sharing activities and view files shared with people outside an organization

Manage syncing security

- recommend group policy settings to control OneDrive sync client settings

- limit syncing to devices joined to specific domains
- limit syncing to domain-joined or compliant devices
- block syncing of specific file types

Monitor and maintain the OneDrive service

- research, troubleshoot, and resolve reported issues
- monitor service health issues
- monitor OneDrive usage and usage patterns

Configure and manage Teams

Plan and configure Teams settings

- create and manage Teams in the Teams admin center
- configure organization-wide settings in the Teams admin center
- configure and manage Teams Apps policies
- configure Teams meeting policies
- configure user policies for Teams users
- configure Teams messaging policies
- assign phone numbers to Skype users
- configure Content Search

Plan identity and authentication for Teams

- implement identity models and authentication
- configure guest access

Manage the Teams environment

- deploy Teams client app
- manage visible Apps
- monitor the audit log for events
- control Teams features

Monitor and maintain the Teams service

- troubleshoot Teams client issues
- research, troubleshoot, and resolve reported issues
- monitor service health issues
- monitor Teams usage and usage patterns

Configure and manage workload integrations

Integrate M365 workloads

- manage Office 365 connectors for Teams, Yammer, and SharePoint
- manage user licenses for Flow and PowerApps
- manage quotas for Flow and PowerApps
- utilize Delve for collaboration
- plan for and manage Office 365 groups
- manage data and environment policies for M365 workloads
- manage workload Apps with proper permissions and licenses

Manage Yammer capabilities

- enable document support for Yammer
- integrate Yammer with SharePoint
- enable the Yammer webpart for SharePoint sites
- enable and manage Yammer and Office 365 connected groups
- migrate users to Azure AD to enable authentication with Yammer

Manage Stream capabilities

- configure Stream channels to allow integration with Teams
- enable viewing, sharing, and embedding of Microsoft Stream video content in Teams, SharePoint Online, and Yammer
- deploy, configure and manage Live Events to publish with Yammer, Stream and Teams
- configure company-wide channel creation

Integrate M365 workloads with external data and systems

- identify data access requirements to integrate with line-of-business solutions
- monitor workload usage and usage patterns

Configure and manage SharePoint on-premises

Plan a SharePoint farm

- select and configure a farm topology
- design for high availability
- plan for disaster recovery
- plan and configure backup and restore
- plan for Information Rights Management
- plan localization and language packs
- plan and configure content farms
- plan integration with Office 365 workloads
- plan and configure the OneDrive sync client
- plan and configure a high performance farm

Manage and maintain a SharePoint farm

- configure and maintain core infrastructure to support a SharePoint deployment
- deploy and configure service and web applications
- plan and configure user profiles
- extend user profiles
- monitor farm Health Analyzer reports and resolve issues
- monitor storage usage for SharePoint
- update SharePoint Server and validate the installation
- manage SharePoint workflows
- plan, configure and troubleshoot the workflow manager
- configure a content type hub
- troubleshoot performance issues
- select an upgrade path for version to version upgrades in on-premises SharePoint deployments
- plan and configure OneDrive/MySite access
- configure SMTP authentication for a SharePoint farm

Implement authentication

- select and implement an authentication method
- configure authentication for internal and external users
- configure Web apps with multiple authentication
- monitor and maintain authentication
- troubleshoot authentication issues

Manage site collections

- plan and configure the site collection architecture
- plan for Fast Search site creation
- plan and configure a Modern Team and Communication Sites
- plan and configure modern lists and libraries
- plan and configure a modern search experience
- plan and configure self-service site collections
- plan and configure site policies
- create, update, and remove content types
- reorganize sites based on changes in business needs
- deploy customizations
- activate or deactivate site collection features

Plan and configure Business Connectivity Services (BCS) and Secure Store

- create BCS data sources and configure BCS permissions

- create external content types
- plan and configure connections to external data stores
- configure Secure Store target applications
- configure external lists
- plan and configure search for BCS applications

Plan and configure managed metadata

- plan and configure Manage Metadata Service (MMS) applications
- plan and configure MMS features
- plan taxonomy and folksonomy
- plan and create the term store structure
- plan and configure term store security
- maintain the term store
- plan and configure term store languages

Manage search

- configure and manage the search schema
- configure search farms
- configure and manage search queries
- configure and manage search crawls
- configure and manage the search topology
- configure and manage the search result type
- troubleshoot search crawl and query performance issues
- configure Content Search Web Part and Display Templates

Configure and manage hybrid scenarios

Plan a hybrid configuration and topology

- evaluate available hybrid scenarios
- identify core services interdependencies and prerequisites for hybrid deployments
- determine which workloads will remain on-premises, which will migrate, and how they will connect
- configure a hybrid SharePoint Farm
- configure SharePoint Hybrid Picker
- plan hybrid best practices

Implement hybrid teamwork artifacts

- plan, configure, and monitor hybrid SharePoint taxonomies and hybrid content types
- plan and configure hybrid OneDrive for Business

- plan and configure hybrid sites
- plan and configure hybrid auditing
- plan and configure hybrid B2B sites
- plan for and add custom tiles to the hybrid app launcher
- configure document rendering for Web Apps
- troubleshoot hybrid configuration issues

Implement a hybrid search service application

- evaluate available hybrid search scenarios
- plan the implementation for hybrid search
- configure the hybrid search service application
- transition to a hybrid search service application
- manage the hybrid search service application
- troubleshoot and reset the cloud search service application

Implement a data gateway

- plan the implementation of on-premises data gateway
- install and configure an on-premises data gateway
- manage an on-premises data gateway

Migrate to SharePoint Online

Migrate data and content

- scan SharePoint content for migration issues
- identify and resolve blocking issues that prevent migration
- determine course of action for data and identity content that cannot be migrated
- prepare data for migration
- plan and configure automated SharePoint migration
- recommend tools and strategies to migrate data