

Metalogix Essentials for Office 365 Training Course

Led by	Course Mode	Duration	Skill Level
Instructor Led Training (ILT)	Classroom & Virtual Lab activities Including quizzes and tests	*2.5 days	Advanced
Student-Led Training (SLT)	Computer Based & Lab activities Including quizzes and tests	up to 6 days	Advanced

*Training day = 6 hours for ILT's after deducting lunch and breaks

Who is this Training For?

The Essentials for Office 365 class is aimed at training and certifying Senior System Administrators and/or SharePoint Administrators, who are currently partners of Quest Software, and have active accounts within the Quest Partner Portal.

Course Description:

This class is intended for those who will be managing Office 365 and/or planning and implementing the migration of SharePoint environments, file systems etc. Students will use Metalogix Essentials for Office 365 in their own virtual training environments by performing several common administrative, premigration, migration, and post-migration activities.

We use our Virtual Training Center (VTC) to provide each student with the following environment:

- Source Domain will include:
 - A Windows 2012 R2 Domain Controller/ Exchange Server 2013 SP1 for a fully operational domain.
 - A SQL Server (2014) installed and running.
 - SharePoint 13 Server on Windows 2012 R2 Server
 - Windows 2012 R2 Application Server for Metalogix software management

- A demo tenant that the student creates for Office 365

Each student will have the opportunity to administrate and experiment with the tool in a “real world” setting using their own assigned servers. By giving the student full access to a production class environment the student gets used to working in “production” so when the time comes to do the actual work it will be second nature via the training and hands-on labs.

Learning Objectives

Upon completion of this training, the student will be able to:

- Understand the underlying factors involved in building a successful migration plan.
- Develop an understanding of the Metalogix tools used to administer Office 365.
- Configure the environments for preparation of a successful SharePoint Migration.
- Install Essentials for Office 365
- Understand and Navigate through the tools in Essentials
- How to connect to both Source and Target environments
- How to work with a SharePoint environment that containing a site, sub-sites, and a library with documents
- Migrating a source SharePoint farm to a target SharePoint farm for content migration
- Copying and Pasting a Site or Site Collection, and using Incremental Copy to Migrate Changes since the last migration
- Generate reports to understand your environment, permissions, and security
- How to migrate from on-premise to Cloud (Office 365 SharePoint)
- Mapping Domain Users to Claims-Based User Naming Conventions During Migration

Prerequisites and Knowledge Base

There is an expected level of knowledge in, and understanding of, the following areas:

- Client-server Technology
- Networking and TCP/IP communications
- SharePoint, Active Directory and Exchange configurations
- Creating a SharePoint farm that is carefully planned and architected
- Be familiar with a SharePoint layout and know where to find the most used sites
- Working with PowerShell
- User Authentication in Windows (Claims-based authentication, Active Directory Federated Services)
- How to scale hardware configurations to achieve optimal performance
- Setting up SharePoint users
- Basic understanding of SQL Server

- How to create a SQL user account
- Setting up proper roles in SQL

It is also important to be able to follow directions from the documentation. If it is found that the base level of knowledge is not there, it is suggested the student take a micro class covering the required skill sets.

Course Schedule

Day 1

Topic

- Overview
- Installation
- Requirements
- Define Applications

Day 2

Topic

- Connections
- Pre-Migration Analysis
- Copy and Migration

Day 3

Topic

- Backups
- Security Manager
- Managing your O365 Tenant

Course Structure

This is a 2.5-day class that includes lecture, lab, and testing at the end of each “hands-on lab.

Participation Requirements

- Desktop computer/laptop
 - Mac – OS 10.7 or newer
 - PC – Windows 10 or newer

- Internet Connection
 - Broadband/high speed internet (1.5 mbps minimum/3mbps preferred)
 - A Supported Web browser (Internet Explorer, Firefox, or Safari)

- Access to WebEx

Course Policies

A key to success is for all students to participate in all online labs prior to taking any of the tests/quizzes. This participation is tracked via a course moderator and will be recorded for reference.

Support

All tests for this course will be submitted electronically via WebEx or email (unless otherwise instructed.) Assignments must be submitted by the given deadline. Students must request permission for a modified deadline from the instructor *prior to the deadline*.

If a student is having technical issues with the course, they can reach out directly to the instructor for assistance. If a student taking a Student-Led Training (SLT), is having technical issues, they can always reach out to our SLT on-call help desk.

Commitment to Integrity

Students of this course are expected to maintain high degrees of professionalism, a commitment to active learning, and actively participate in this course.

If you're interested in taking this course, and, or have any questions please contact us at 888-667-2621 or drop us an email at Training@LeadThemConsulting.com.