



MS-302^{Q&As}

Microsoft 365 Teamwork Administrator Certification Transition

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QUESTION 1

You have a Microsoft 365 subscription.

You need to upgrade all Microsoft OneDrive for Business sites to ensure that all activities such as notifications, ratings, job titles, and new posts are private.

What should you do?

- A. From the SharePoint admin center, modify the Sharing settings for the My Site host site collection
- B. From the SharePoint admin center, select user profiles, select Manage Organization Properties, and then modify the settings
- C. From the SharePoint admin center, select user profiles, select Setup My Sites, and then modify the settings
- D. From the OneDrive admin center, modify the Sharing settings

Correct Answer: A

References: <https://docs.microsoft.com/en-us/sharepoint/install/configure-my-sites>

QUESTION 2

5. Paste the URL into the direct link section and then click Save.

References: <https://docs.microsoft.com/en-us/stream/embed-video-microsoft-teams>

You have a Microsoft 365 subscription.

From the Microsoft Office 365 admin center, you view the OneDrive for Business usage report and discover that a user named User1 consumes a large amount of OneDrive Storage.

You need to identify which folder and files are consuming large amounts of storage space.

Which three actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them on the correct order.

Select and Place:



Actions

From Site Administration, select **Site libraries and lists**.

From Site Collection Administration, select **Site collection health checks**.

From the OneDrive site, select **Site settings**.

From the Microsoft 365 admin center, switch to the SharePoint usage report.

Add your account as a site collection administrator of the OneDrive site.

From Site Collection Administration, select **Storage Metrics**.

Answer Area

Correct Answer:

Actions

From Site Administration, select **Site libraries and lists**.

From Site Collection Administration, select **Site collection health checks**.

From the Microsoft 365 admin center, switch to the SharePoint usage report.

Answer Area

Add your account as a site collection administrator of the OneDrive site.

From the OneDrive site, select **Site settings**.

From Site Collection Administration, select **Storage Metrics**.

Step 1: Add your account as a site collection administrator of the Onedrive site.

Each OneDrive for Business account has a OneDrive for Business Site Collection that stores files for that account. By default, only the user that owns the OneDrive for Business account is set as a Site Collection Administrator for their

account. Additional Site Collection Administrators have to be added explicitly by a Office 365 global administrator or the owner of the OneDrive for Business account.

Step 2-3:

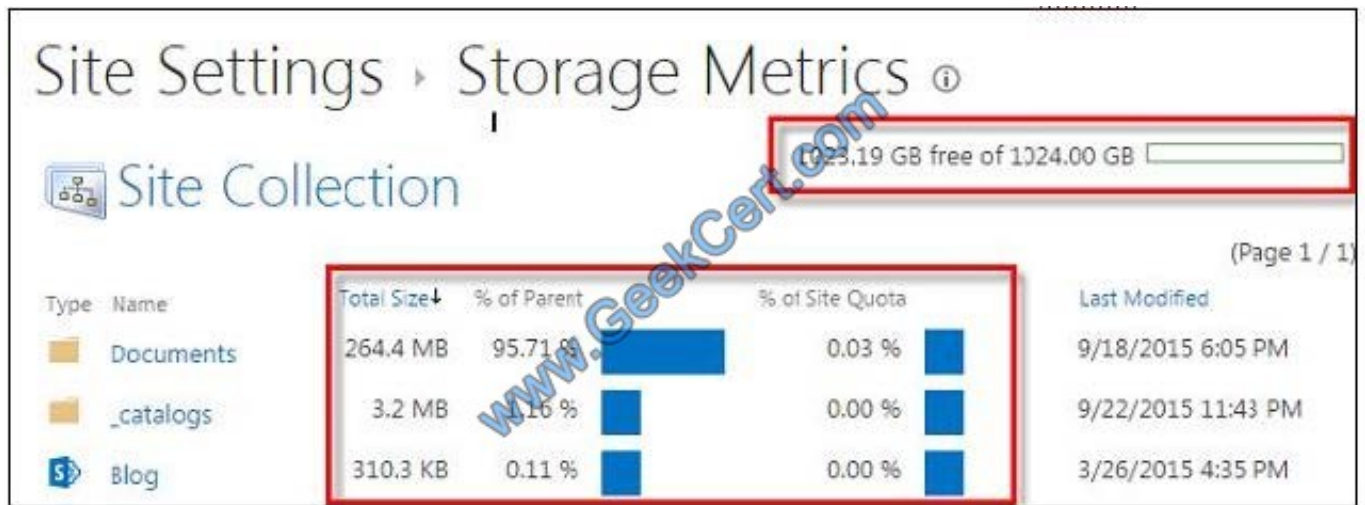
How to check file storage usage in OneDrive

Follow the steps below to check how much space you have used and how much of the quota remains available.

1. From within OneDrive, click the Settings (gear) icon in the upper right corner and select Site Settings.
2. Under the section Site Collection Administration, click Storage Metrics.
3. This window shows you all the files, folders and other types of content within your OneDrive space and how much



space they use. At the top you can see how much free space is available.



References: <https://support.groundlabs.com/hc/en-us/articles/360000004922-Add-Site-Collection-Administrator-for-OneDrive-for-Business-accounts-on-Office-365-in-ER-2-0-25>

<http://kb.mcgill.ca/?portalid=2andarticleid=5974#tab:homeTab:crumb:8:artId:5974:src:article>

QUESTION 3

Your company has a Microsoft 365 subscription.

The company uses Microsoft Yammer and plans to integrate Yammer content and Teams. You need to integrate Yammer notifications into a Teams channel.

What should you do?

- A. From Yammer, configure the Feed Event settings
- B. From Teams, add an RSS feed
- C. From Teams, add a connector
- D. From Teams, add an app
- E. From Yammer, configure the Notifications settings

Correct Answer: C

Connectors allow you to input information (or content) into Microsoft Teams and notify a team channel. The sources can be an web application or service such as RSS feed, Trello, Wunderlist, Yammer, Twitter or GitHub or a custom

application that you wrote.

References:

<https://blogs.technet.microsoft.com/skypehybridguy/2017/08/22/connectintegrate-yammer-to-microsoft-teams-how-to-configure/>



QUESTION 4

You have a Microsoft 365 subscription.

You use Microsoft Stream to upload internal videos.

You need to add the videos to a Microsoft Teams channel.

Which three actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

NOTE: More than one order of answer choices is correct. You will receive credit for any of the correct orders you select.

Select and Place:

Actions

Add a new tab in Teams and select **Website**. Paste the URL of the video and select **Save**.

From the Stream video page, open the **Share** tab, select the **Embed** tab, and copy the embed code.

From the Stream tab, select **Channel**. Paste the URL and select **Save**.

From the Stream tab, select **Video**. Paste the URL and select **Save**.

From the Stream video page, open the **Share** tab, and then copy the direct link to the video.

Add a new tab in Teams and select **Stream**.

Answer Area

Correct Answer:

Actions

Add a new tab in Teams and select **Website**. Paste the URL of the video and select **Save**.

From the Stream video page, open the **Share** tab, select the **Embed** tab, and copy the embed code.

From the Stream tab, select **Video**. Paste the URL and select **Save**.

Answer Area

From the Stream video page, open the **Share** tab, and then copy the direct link to the video.

Add a new tab in Teams and select **Stream**.

From the Stream tab, select **Channel**. Paste the URL and select **Save**.

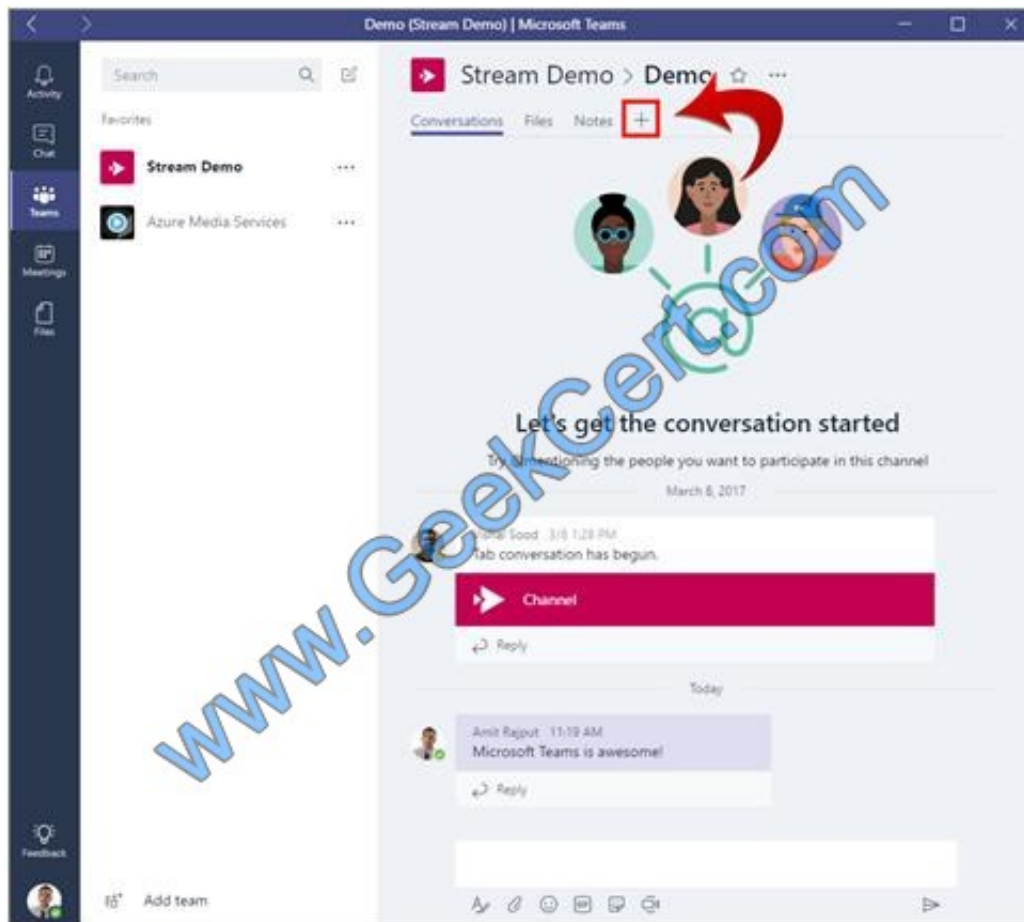
Make it easy for your team to collaborate using video by adding a Microsoft Stream channel or video as a tab in Microsoft Teams.

1. In Stream, select the channel or video URL directly from the address bar or your browser on the channel or video page. Or, click the Share icon on the desired video, click Share, and copy the URL.

2. Open Microsoft Teams.



3. Select the plus icon on the tab bar of your Team channel.



4. Select the Microsoft Stream tab.



QUESTION 5

DRAG DROP

You have a SharePoint Server farm.

You create a web application that has a URL of <https://portal.contoso.com> and a root site collection. You need to ensure that site collection administrators can create new site collections directly from the root site. The new sites must use the

modern user interface. Which three actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Select and Place:



Actions

- Select **Show the Create site command**
- Set the When users select the Create site command, create setting to **Show the Subsite command for all sites**
- Set the When users select the Create site command, create setting to **A new team site or communication site**
- Modify the General Settings of the web application
- Enable self-service site creation for the web application of the portal
- Assign the Full Control permission policy for the web application of the portal to the site collection administrators

Answer Area



Correct Answer:

Actions

- Select **Show the Create site command**
- Set the When users select the Create site command, create setting to **Show the Subsite command for all sites**
- Set the When users select the Create site command, create setting to **A new team site or communication site**
- Modify the General Settings of the web application
- Enable self-service site creation for the web application of the portal
- Assign the Full Control permission policy for the web application of the portal to the site collection administrators

Answer Area

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