



Microsoft

MS-302 Exam

Microsoft 365 Teamwork Administrator Certification Transition Exam

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Version: 10.0

Question: 1

HOTSPOT

You plan to create two site collections named Project1 and Project2. The site collections will be used to collaborate with external users belong to partner companies that have their own Microsoft Azure Active Directory (Azure AD) tenant.

You have the following reQuirements for Project1 and Project2:

Internal users must be able to share the content in Project1 with the external users from only a partner company named Contoso, Ltd.

Internal users must be able to share the content in Project2 with users from any partner company.

You need to configure the sharing settings and the domain-based filtering settings for each site collection.

What should you do? To answer, select the appropriate options in the answer are

a.

NOTE: Each correct selection is worth one point.

Site Collection	Domain-based Filtering Setting	Sharing Settings
Project1	<div> <div>Allow list</div> <div>Deny List</div> <div>None</div> </div> <div> <input checked="" type="checkbox"/> </div>	<div> <div>Allow external users who accept sharing invitations and sign in as authenticated users</div> <div>Allow sharing only with the external users that already exist in your organization's directory</div> </div> <div> <input checked="" type="checkbox"/> </div>
Project2	<div> <div>Allow list</div> <div>Deny List</div> <div>None</div> </div> <div> <input checked="" type="checkbox"/> </div>	<div> <div>Allow external users who accept sharing invitations and sign in as authenticated users</div> <div>Allow sharing only with the external users that already exist in your organization's directory</div> </div> <div> <input checked="" type="checkbox"/> </div>

Answer:

Site Collection	Domain-based Filtering Setting	Sharing Settings
Project1	<div> <div>Allow list</div> <div>Deny List</div> <div>None</div> </div> <div> <input checked="" type="checkbox"/> </div>	<div> <div>Allow external users who accept sharing invitations and sign in as authenticated users</div> <div>Allow sharing only with the external users that already exist in your organization's directory</div> </div> <div> <input checked="" type="checkbox"/> </div>
Project2	<div> <div>Allow list</div> <div>Deny List</div> <div>None</div> </div> <div> <input checked="" type="checkbox"/> </div>	<div> <div>Allow external users who accept sharing invitations and sign in as authenticated users</div> <div>Allow sharing only with the external users that already exist in your organization's directory</div> </div> <div> <input checked="" type="checkbox"/> </div>

Explanation:

References:

<https://docs.microsoft.com/en-us/sharepoint/restricted-domains-sharing>

Question: 2

You have a Microsoft SharePoint Online site collection.

You create a term set group. You need to ensure that a user named User1 can create new term sets in the term set group.

The solution must use the principle of least privilege.

Which role should you assign to User1 to best achieve the goal? More than one answer choice may achieve the goal. Select the BEST answer.

- A. Contributor
- B. Editor
- C. Group Manager
- D. Term Store Administrator

Answer: A

Explanation:

A Contributor can create or change a term set.

References:

<https://docs.microsoft.com/en-us/sharepoint/assign-roles-and-permissions-to-manage-term-sets>

Question: 3

You are the global administrator of a Microsoft 365 subscription.

A user named User1 deleted a file 83 days ago from a site named Site1. Site1 is in a site collection named Marketing.

You need to recover the deleted file.

What should you do?

- A. Use the Recycle Bin of Marketing
- B. Create a Microsoft support ticket
- C. Use the Recycle Bin of the root site collection
- D. Use the Recycle Bin of Site1

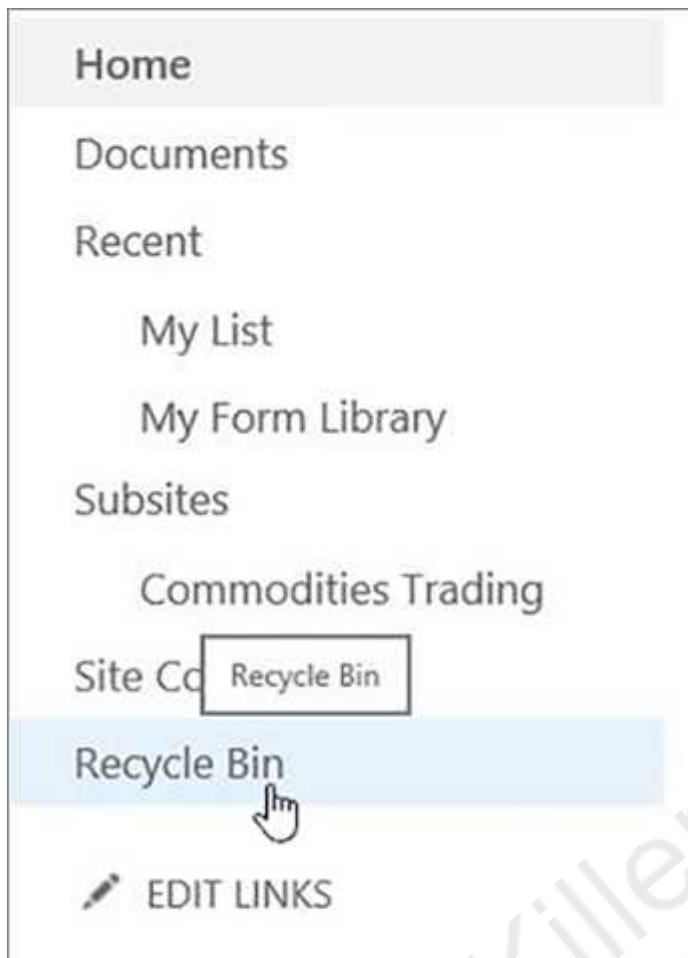
Answer: A

Explanation:

When you delete an item from a SharePoint document library or list, it isn't immediately removed from SharePoint. Deleted items go into the site recycle bin for a period of time. During that time, you can restore the items you deleted to their original location.

Restore items from the SharePoint 2016 or 2013 Recycle Bins

1. Click Recycle Bin in the Quick Launch bar on the left of the screen.



2. On the Recycle Bin page, click the box to the left of the items or files to select the ones you want to delete or restore.

3. Click Restore Selection to recover the selected files.

References:

<https://support.office.com/en-us/article/restore-items-in-the-recycle-bin-of-a-sharepoint-site-6df466b6-55f2-4898-8d6e-c0dff851a0be>

Question: 4

You plan to deploy Microsoft SharePoint Online sites.

You need to recommend a solution that provides consistent global navigation across multiple site collections.

Which navigation approach should you include in the recommendation?

- A. structural navigation
- B. Quick Launch
- C. managed navigation
- D. hub sites

Answer: C

Explanation:

One common request when working with SharePoint sites is having a consistent navigation across multiple site collections. If you are using a Publishing Portal site template, you can use the Managed Navigation for your Global Navigation (or top navigation).

References:

<https://eschrader.com/2017/05/24/sharepoint-online-global-navigation-across-site-collections/>

Question: 5

You have a Microsoft 365 subscription.

You need to add a user named Admin1 as an administrator of the Microsoft OneDrive for Business site of a user named User1.

What should you do?

- A. Add Admin1 to the Site owners group
- B. Run the Set-SPOSite {site URL} –Owner Admin1 command.
- C. From the SharePoint admin center, select user profiles, and the select Manage User Permissions
- D. Run the Set-SPOUser –Site {site URL} –LogInName Admin1 –IsSiteCollectionAdmin \$true command

Answer: D

Explanation:

Use the Set-SPOUser cmdlet to configure properties of an existing user. That is, to add or remove a user as a SharePoint Online site collection administrator.

The -IsSiteCollectionAdmin parameter specifies whether the user is a site collection administrator.

References:

<https://docs.microsoft.com/en-us/powershell/module/sharepoint-online/set-spouser>

Question: 6

You have a SharePoint Server farm and a Microsoft Office 365 tenant.

You plan to implement hybrid Microsoft OneDrive for Business for all users.

You need to ensure that the users can create an OneDrive for Business site in a hybrid configuration and use the social and collaboration features.

Which two user permissions should you assign to authenticated users? Each correct answer presents part of the solution.

NOTE: Each correct selection is worth one point.

- A. Manage Web Application User Policy for the My Site web application
- B. Follow People and Edit Profile for the User Profile service application
- C. Create Personal Site for the User Profile service application
- D. Manage Web Application Permissions Policy for the My Site web application

Answer: BC

Explanation:

To use OneDrive for Business in Office 365, your users must have Create Personal Site and Follow People and Edit Profile permissions. Both are controlled by the user permissions in the User Profile service application.

References:

<https://docs.microsoft.com/en-us/sharepoint/hybrid/configure-hybrid-onedrive-for-business>

Question: 7

Your company has a Microsoft 365 subscription.

All computers run Windows 8.1 or Windows 10.

All users are configured to use Microsoft OneDrive for Business.

You want the users to be able to use Files On-Demand. You need to identify which computers require a sync client update.

Which executable file should you monitor?

- A. stsadm.exe
- B. onedrive.exe
- C. groove.exe
- D. dirsync.exe

Answer: C

Explanation:

Groove.exe is the previous OneDrive for Business sync client.

onedrive.exe is the current OneDrive for Business sync client.

References:

<https://support.office.com/en-us/article/which-version-of-onedrive-am-i-using-19246eae-8a51-490a-8d97-a645c151f2ba>

Question: 8

Your company has a Microsoft 365 subscription.

The company's new security policy states that when a user account is deleted, the Microsoft OneDrive data of the user must be retained for 180 days, and then deleted.

You need to implement the security policy.

What should you do?

- A. From the Security&Compliance admin center, create a retention policy
- B. From the OneDrive admin center, configure the Storage settings
- C. From the Security&Compliance admin center, create a data loss prevention (DLP) policy
- D. From the OneDrive admin center, configure the Compliance settings

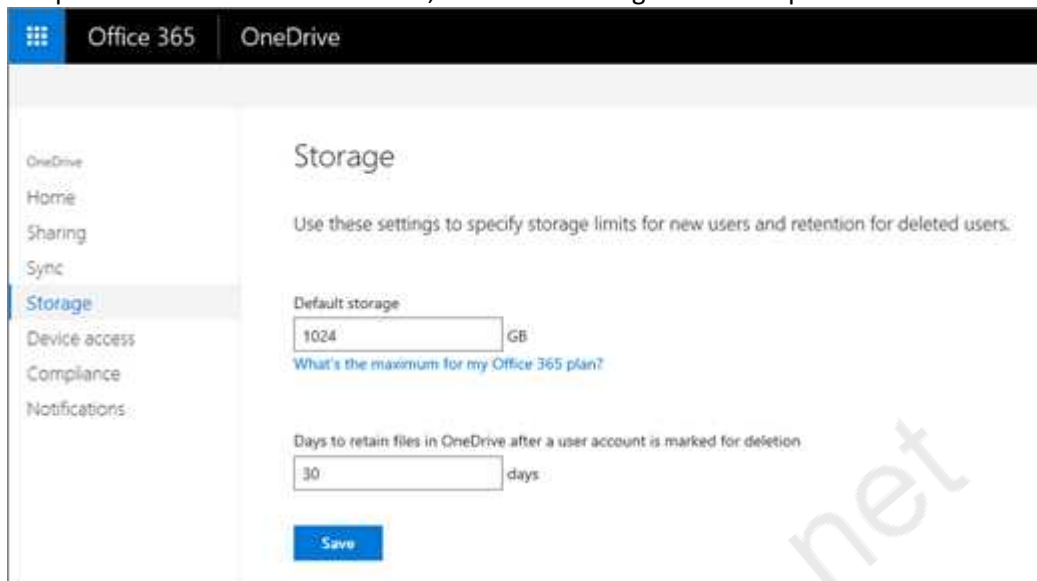
Answer: B

Explanation:

If a user's Office 365 account is deleted, their OneDrive for Business files are preserved for a period of time that you can specify.

To set the retention time for OneDrive accounts

1. Open the OneDrive admin center, and select Storage in the left pane.



2. Enter the number of days you want to retain OneDrive files in the Days to retain files in OneDrive after a user account is marked for deletion box.

The count begins as soon as you delete the user account in the Microsoft 365 admin center, even though the deletion process takes time. The maximum value is 3650 days (ten years).

3. Click Save.

References:

<https://docs.microsoft.com/en-us/onedrive/set-retention>

Question: 9

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

Answer: A

Explanation:

References:

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

Question: 10

Your company has a Microsoft Office 365 subscription.

The company uses Microsoft Teams.

You need to ensure that only Microsoft apps can be used in Teams.

What should you do from the Microsoft Teams settings?

- A. Disable the default apps
- B. Turn off Allow external apps in Microsoft Teams
- C. Turn off Enable new external apps by default
- D. Turn off Allow sideloading of external apps

Answer: B

Explanation:

By default, Allow external apps in Microsoft Teams is turned on, with all apps selected. If you turn off this setting, all external third-party apps are disabled.

Default apps, such as those built by Microsoft, are not affected by the Enable new external apps by default setting. New apps are enabled by default when released by Microsoft.

References:

<https://docs.microsoft.com/en-us/microsoftteams/admin-settings>

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