



Vendor: Microsoft

Exam Code: MS-302

Exam Name: Microsoft 365 Teamwork Administrator
Certification Transition

Version: DEMO

QUESTION 1

Note: This Question is part of a series of Questions that present the same scenario. Each Question in the series contains a unique solution that might meet the stated goals. Some Question sets might have more than one correct solution, while others might not have a correct solution.

After you answer a Question in this section, you will NOT be able to return to it. As a result, these Questions will not appear in the review screen.

Your company has a Microsoft SharePoint Online subscription. The company purchases a new add-in for Microsoft Excel.

You need to deploy the add-in to all users.

Solution: From the Microsoft 365 admin center, you deploy the add-in.

Does this meet this goal?

- A. Yes
- B. No

Answer: B

Explanation:

The plugin must be uploaded from the App Catalog, to the SharePoint asset library. Note: The SharePoint Add-ins catalog is a standard SharePoint asset library. Upload the add-in package to it using any of the methods of uploading files to SharePoint libraries.

References:

<https://docs.microsoft.com/en-us/sharepoint/dev/sp-add-ins/deploy-and-install-a-sharepoint-hosted-sharepointadd-in>

QUESTION 2

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. Form 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.

Office 365 | OneDrive

OneDrive
Home
Sharing
Sync
Storage
Device access
Compliance
Notifications

Storage

Use these settings to specify storage limits for new users and retention for deleted users.

Default storage

GB

[What's the maximum for my Office 365 plan?](#)

Days to retain files in OneDrive after a user account is marked for deletion

days

[Save](#)

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 3

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 4

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>

QUESTION 5

You have a Microsoft 365 subscription.

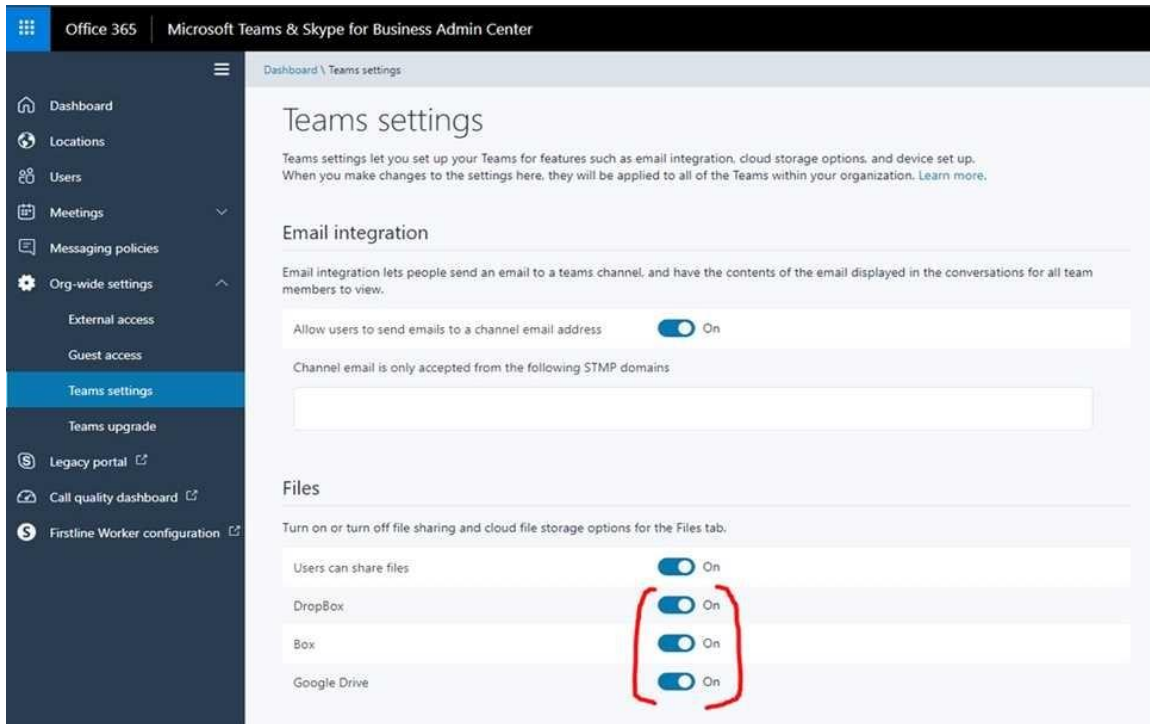
You need to prevent users from using third-party cloud storage in Microsoft Teams. Which settings should you configure from the Microsoft Teams&Skype for Business Admin Center?

- A. Services & add-ins
- B. Teams settings
- C. Manage teams
- D. Messaging policies
- E. Meeting policies

Answer: B

Explanation:

Go to "Microsoft Teams & Skype for Business Admin Center" and choose Org-wide settings - Team settings. Under "Files" it says "Turn on or turn off file sharing and cloud file storage options for the Files tab. Change the settings for DropBox, Box and Google Drive to "Off". then Save the settings.



References:

<https://techcommunity.microsoft.com/t5/Microsoft-Teams/Disable-additional-cloud-storage-DropBox-Box-and-Google-Drive/td-p/253335>

QUESTION 6

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Your company has a Microsoft SharePoint Online subscription. The company purchases a new add-in for Microsoft Excel.

You need to deploy the add-in to all users.

Solution: From the App Catalog, you upload the add-in to the Microsoft Office Add-ins.

Does this meet this goal?

- A. Yes
- B. No

Answer: B

Explanation:

We should upload the add-in to the SharePoint Add-ins library, not the Microsoft Office Add-ins library.

Note: The SharePoint Add-ins catalog is a standard SharePoint asset library. Upload the add-in package to it using any of the methods of uploading files to SharePoint libraries.

References:

<https://docs.microsoft.com/en-us/sharepoint/dev/sp-add-ins/deploy-and-install-a-sharepoint-hosted-sharepointadd-in>

QUESTION 7

You have a SharePoint Server farm.
You need to add enterprise keywords to the term store.
To which term group should you add the keywords?

- A. Search Dictionaries
- B. System
- C. People
- D. Library

Answer: B

QUESTION 8

You create a new color palette and font schemes.
You need to use the new palette and schemes to customize your SharePoint Server environment.
Where should you add the files you created?

- A. Style Library
- B. Managed Solutions Gallery
- C. Theme Gallery
- D. Master Page Gallery

Answer: C

QUESTION 9

You have a SharePoint Server farm.
You configure the User Profile service.
You add a new attribute mapping for users.
The users report they cannot see the new attribute in their profile. You need to ensure that the new attribute is displayed for all users as quickly as possible.
What should you run?

- A. a full profile synchronization
- B. a full crawl
- C. an incremental profile synchronization
- D. an incremental crawl

Answer: A

Explanation:

<https://docs.microsoft.com/en-us/sharepoint/administration/start-profile-synchronization-manually>

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