



MS-300^{Q&As}

Deploying Microsoft 365 Teamwork

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QUESTION 1

You need to preserve data that is stored in Microsoft OneDrive for Business and contains Personally Identifiable Information (PII). The data must be deleted after seven years. What should you create?

- A. an Information Rights management (IRM) policy
- B. a data governance retention policy
- C. an Azure Information Protection policy
- D. a data loss prevention (DLP) policy

Correct Answer: B

References: <https://docs.microsoft.com/en-us/office365/securitycompliance/retention-policies>

QUESTION 2

You need to meet the technical requirements for the managers of the marketing department.

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	Answer Area
Select Sharing	
Open Site Settings	
Navigate to the marketing department site collection	
Configure the owners	
Select the marketing department site collections	
Open the SharePoint admin center	

Correct Answer:



Actions	Answer Area
Select Sharing	Open the SharePoint admin center
Open Site Settings	Navigate to the marketing department site collection
	Configure the owners
Select the marketing department site collections	

Scenario: Ensure that the managers in the marketing department can view the storage metrics of the marketing department sites.

QUESTION 3

Your company has a Microsoft 365 subscription. The company has 1,000 users.

You recently asked all the users to store content in Microsoft OneDrive for Business.

You need to identify how many users are actively using OneDrive for Business.

Solution: From the Microsoft 365 admin center, you view the service health.

Does this meet the goal?

A. Yes

B. No

Correct Answer: A

QUESTION 4

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 the goal?

A. Yes

B. No

Correct Answer: B

QUESTION 5

You need to block the media files to meet the technical requirements. What should you do?

A. From the OneDrive admin center, modify the Compliance settings.

B. From the SharePoint admin center, modify the properties of the OneDrive for Business site collection.

C. From the OneDrive admin center, modify the Sync settings.

D. From the SharePoint admin center, modify the Access control settings.

Correct Answer: C

References: <https://docs.microsoft.com/en-us/onedrive/block-file-types>

QUESTION 6

You have a Microsoft 365 subscription.

SharePoint administrators open several Microsoft support tickets.

You need to view the status of the support tickets.

Solution: From the Microsoft 365 admin center, you select Support, and then you select View service requests.

Does this meet the goal?

A. Yes

B. No

Correct Answer: A

QUESTION 7



You need to meet the site requirements for the marketing department managers.

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

Answer Area

Select **Sharing**.

Select the site collections.

One the SharePoint admin center.

Open the marketing department site collections.

Configure the owners.

Open Site Settings.

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Correct Answer:



Actions

Select **Sharing**.

Select the site collections.

Open Site Settings.

Answer Area

One the SharePoint admin center.

Open the marketing department site collections.

Configure the owners.

QUESTION 8

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.

Select and Place:



Actions

Answer Area

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

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

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

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

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

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

Correct Answer:

Actions

Answer Area

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

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

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

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

QUESTION 9

You have a Microsoft SharePoint Online subscription. You need to ensure that Microsoft PowerPoint files appear at the top of search results.

Which two actions should you perform? Each correct answer presents part of the solution.



NOTE: Each correct selection is worth one point.

- A. Set a query transform of {SearchBoxQuery}Filetype=pptx contentclass:STS_Web
- B. Set a query transform of {SearchTerms}Filetype=pptx
- C. Create a new result source
- D. Create a new query rule
- E. Create a new Search dictionary

Correct Answer: BD

QUESTION 10

Your company has a Microsoft SharePoint Online subscription.

You use a DocumentType term set to tag documents. All existing terms are created in English.

The company opens a new office in Mexico.

You need to ensure that the tags are available in Spanish automatically.

Select and Place:

Actions

Answer Area

Select **Translate from English to Spanish**.

Create a translation package.

Change the default language to Spanish.

Change the web browser language from English to Spanish.

Add Spanish to the Working languages section.

Enable Machine translation for the term set.

Correct Answer:



Actions

Answer Area

Select **Translate from English to Spanish**.

Create a translation package.

Add Spanish to the Working languages section.

Change the default language to Spanish.

Enable Machine translation for the term set.

Change the web browser language from English to Spanish.

QUESTION 11

You have a Microsoft 365 subscription.

You configure an App Catalog. You add several apps to the App Catalog.

Users report that when they attempt to add apps to sites, the new apps fail to appear.

You need to ensure that the users can add the apps to the sites.

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

Select and Place:



Actions

Answer Area

Run the New-Filecatalog cmdlet.

Select the app.and then select **Open**.

Select the **Featured** check box in the App settings.

Open the App catalog site, select the **Apps for SharePoint** list, and then select **new item**.

Run the Install-SPApp cmdlet.

Select the **Enabled** check box in the app settings.

Correct Answer:

Actions

Answer Area

Run the New-Filecatalog cmdlet.

Open the App catalog site, select the **Apps for SharePoint** list, and then select **new item**.

Select the app.and then select **Open**.

Select the **Featured** check box in the App settings.

Select the **Enabled** check box in the app settings.

Run the Install-SPApp cmdlet.



QUESTION 12

Your company has a Microsoft 365 subscription.

All users have computers that run Windows 10 and have Microsoft Teams installed.

A user reports the following issues:

The user selection process takes too long to complete.

The Teams client crashes and restarts automatically.

Users lose connections during screen sharing.

You need to view the Teams debug logs to troubleshoot the issues.

What should you do?

- A. Right-click the Microsoft Teams icon in the application tray, and then select Get logs. Open Logs.txt in the %Appdata%\Microsoft\Teams\folder.
- B. From the Teams client, select Ctrl + Alt + Shift + 1. Open the ETL files in the %Appdata%\Microsoft\Teams\folder.
- C. Right-click the Teams icon in the application tray, and then select Get logs. Open the log files in the %Userprofile%\Downloads\folder.
- D. From Event Viewer, open the System log and filter the log for a keyword of MSTeams.

Correct Answer: B

References: <https://docs.microsoft.com/en-us/microsoftteams/log-files>

QUESTION 13

You have a Microsoft 365 subscription.

A user experiences issues accessing Microsoft Teams from Internet Explorer. When the user attempts to sign in from Internet Explorer, the web browser enters a loop and the user is unable to sign in.

You need to resolve the issue.

What should you do?

- A. Start Internet Explorer by using InPrivate Browsing.
- B. Clear the browsing history and restart Internet Explorer.
- C. To Internet Explorer, add the following sites as trusted sites: <https://admin.microsoft.com>
https://*.teams.microsoft.com
- D. To Internet Explorer, add the following sites as trusted sites: <https://login.microsoftonline.com>
https://*.teams.microsoft.com

Correct Answer: D



QUESTION 14

You have a Microsoft 365 subscription.

You have a distribution list named Finance.

You need to ensure that you can use Finance to create a team in Microsoft Teams.

Solution: From the Exchange admin center, you upgrade the distribution list.

Does this meet the goal?

A. Yes

B. No

Correct Answer: A

QUESTION 15

Your company creates a custom Microsoft SharePoint list named List1. List1 is exposed by using a web part named WebPart1 in a site named Company Portal. All users at the company have read access to Company Portal.

You need to configure SharePoint Online to meet the following requirements:

Managers must see List 1 when they open Company Portal

All other users must not see List1 from Company Portal but must be able to navigate to List1.

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

Answer Area

Configure audience targeting for List1.

Create a user profile property and set the property for the managers.

Configure audience targeting for WebPart1.

Create an audience that uses a rule.

Assign the managers the Contributors role for Company Portal.

Correct Answer:

Actions

Answer Area

Configure audience targeting for List1.

Create a user profile property and set the property for the managers.

Create an audience that uses a rule.

Configure audience targeting for WebPart1.

Assign the managers the Contributors role for Company Portal.



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